

# LINCOLN- WOODSTOCK PUBLIC SCHOOL K-12

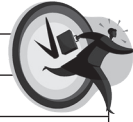
*Home of the Lumberjacks*



**2019-2020  
Student Planner**

72 Linwood Drive,  
Lincoln, N.H. 03251  
**603-745-2214**  
(Fax. # 603-745-6797)

## MHS Schedule of Periods 2019-2020



### 2019-20 LIN-WOOD BELL SCHEDULE

TIMES	MONDAY
7:45am – 7:50am	Homeroom
7:52am – 8:40am	Period 1
8:42am – 9:30am	Period 2
9:30am – 9:35am	Break
9:35am – 10:23am	Period 3
10:25am – 11:13am	Period 4
11:15am – 12:03pm	Period 5
12:03pm – 12:27pm	Lunch/Advisory
12:27pm – 12:50pm	Lunch/Advisory
12:52pm – 1:40pm	Period 6
1:42pm – 2:30pm	Period 7

### 2019-20 LIN-WOOD EARLY DISMISSAL SCHEDULE

7:45am - 7:50am	Homeroom
7:52am - 8:40am	Period 1
8:42am - 9:30am	Period 2
9:32am - 10:20am	Period 3
10:22am - 11:05am	Period 4
11:05am - 11:25am	Lunch/Advisory
11:25am - 11:45pm	Lunch/Advisory

### 2019-20 LIN-WOOD TWO-HOUR DELAY SCHEDULE

9:45am - 9:50am	Homeroom
9:52am - 10:23am	Period 3
10:25am - 11:13am	Period 4
11:15am - 12:03pm	Period 5
12:03pm - 12:27pm	Lunch/Advisory
12:27pm - 12:50pm	Lunch/Advisory
12:52pm - 1:40pm	Period 6
1:42pm - 2:30pm	Period 7

\*Classes in session are subject to change

The School Planner Company

Lin-Wood Public School 2019-2020

August (0 days)	M	T	W	R	F		M	T	W	R	F
	26	X-T	X-T	X-T	30						
September (20 days)	X	3	4	5	6	February (15 days)					1
	9	10	11	12	13		3	4	5	6	7
	16	17	18	19	20		10	11	12	13	14
	23	24	25	26	27		17	18	19	20	21
	30						X	X	X	X	X
October (21 days)		1	2	3	4	March (21 days)					
	7	8	9	10	X-T		2	3	4	5	6
	X	15	16	17	18		9	X-T	11	12	13
	21	22	23	24	25		16	17	18	19	20
	28	29	30	31			23	24	25	26	27
							30	31			
November (18 days)					1	April (18 days)			1	2	3
	4	5	6	7	8		6	7	8	9	10
	X	12	[13]	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	25	26	[27]	X	X		X	X	X	X	
December (15 days)	2	3	4	5	6	May (19 days)					X
	9	10	11	12	13		4	5	6	7	8
	16	17	18	19	[20]		11	12	13	14	15
	X	X	X	X	X		18	19	20	21	22
	X	X					X	26	27	28	29
January (20 days)			X	2	3	June (13 days)	1	2	3	4	5
	6	7	8	9	10		8	9	10	11	12
	13	14	15	16	17		15	16	[17]	**18**	**19**
	X	21	22	23	X-T		**22**	**23**		25	26
	27	28	29	30	31		29	30			
	M	T	W	R	F		M	T	W	R	F

August 27, 28, 29	Teacher Workdays	Dec 20	Early Dismissal
September 2	Labor Day	Dec 23 – Jan 1	Holiday Recess
September 3	School Starts	January 20	Martin Luther King Jr. Day
October 11	Teacher In-Service Day	January 24	Teacher In-Service Day
October 14	Columbus Day	February 24-28	Winter Recess
November 11	Veteran's Day	March 10	Teacher In-Service Day
November 13	Early Dismissal/Parent Conferences	April 27 – May 1	Spring Recess
November 27	Early Dismissal	May 25	Memorial Day
November 28-29	Thanksgiving Recess	June 17	Early Dismissal/Last Day of School*

Please note: This calendar may be changed by School Board action or by inclement weather conditions. School cancellations, e.g., snow days, may extend the school year and teacher-in-service days will subsequently be delayed.

**X = No School Days    X-T = No School – Teacher Work Days    [ ] = Early Dismissal Day    \*\* \*\* = Snow Days**  
180 days for instructional purposes. 191 days include 6 teacher workshop days and 5 snow/emergency days. \*Last day of school will be June 17, if there are no school closings. Each snow/emergency day will be added thereafter. Snow/emergency days will be added to the calendar after June 17 or made up during April vacation and/or Saturdays. The Board and the Administration will set the date for graduation in late January or early February.

INTERIM CLOSES		INTERIM DISTRIBUTED		REPORT CARD CLOSES		REPORT CARD DISTRIBUTED	
September	27	October	4	November	1	November	8
December	13	December	20	January	24	February	31
March	6	March	13	April	3	April	10
May	8	May	15	June	17	June	TBA



**Please  
note:**

*There are  
notes/  
queries that  
require your  
attention in  
pink boxes  
on the  
following  
pages:*

**81.**

## Handbook

# Lincoln-Woodstock Public School K-12 Student / Parent Handbook



**2019-2020  
SAU #68**

## Handbook



**We have reviewed the  
Lin-Wood Handbook AND  
are aware of its content.**

Date: \_\_\_\_\_

Please PRINT student's name here: \_\_\_\_\_

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Student Signature

*We, parents/guardians/students are responsible for all school property  
issued to our child(ren) including but not limited to:  
books, calculators, laptops and uniforms.*

Please review the handbook ASAP. Tear out this form and  
return it to your **HOMEROOM/ADVISORY teacher!**

Please do this by October 1, 2019.

# Handbook

Dear Parents/Guardians and Students,

Thank you for reading this Handbook!

Our goal for 2019-2020 is to share our talents and resources with our students to help them achieve their fullest potential. We strive to help others, only then are we able to make our community and our world a better place to be.

We stand ready to work with you to achieve success.

Sincerely,

Mark Pribbernow

Principal

745-2214 ext. 200

Virginia Doyle

Assistant Principal/

Director of Elementary Education

745-2214 ext. 248

Judith McGann, Ed. D.

Superintendent

745-2051 ext. 212

## History and Purpose



Lin-Wood Public School was established in 1963 to serve the communities of Lincoln and Woodstock, New Hampshire. It provides excellent educational opportunities for approximately 340 students in Grades K-12.

Lin-Wood Public School does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. This statement is a reflection of the Department of Education and refers to, but is not limited to, the provisions of the following laws:

- Titles IV, VI, and VII of the Civil Rights Act of 1964 - race color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) - sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) - disability
- The Americans with Disabilities Act of 1990 (ADA) - disability
- NH Law against discrimination (RSA 354-A)

The Lincoln-Woodstock Cooperative School District is School Administrative Unit 68. It is accredited by the New England Association of Schools and Colleges and approved by the State of New Hampshire for all Grades K-12.

# Lin-Wood Staff

## LIN-WOOD SCHOOL BOARD

Mr. Matt Manning, Chairperson  
 Mr. Jay Duguay, Vice-Chairperson  
 Ms. Jasmine Weeden  
 Mr. Brian Angelone  
 Mr. Vance Pickering  
 Mr. Joe Bossie  
 Mrs. Tamra Ham  
 Mrs. Judith McGann, Ed. D., Superintendent

All meetings will be held at the Lin-Wood Public School in the elementary multi-purpose room and begin at 6:30 p.m. unless otherwise posted.

**Policy Committee – 1st Board meeting of the month**

**Facilities Committee – 2nd Board meeting of the month**

## SAU STAFF

Mrs. Judith McGann, Ed. D. Superintendent (745-2051 ext. 212)  
 Mrs. Debbie O'Connor Financial Manager (745-2051 ext. 211)  
 Mrs. Jeannette Fecteau SAU Administrative Assistant (745-2051 ext. 210)  
 Mr. Trey Aldridge Technology Coordinator (745-2214 ext. 231)  
 Ms. Nash Reddy Director of Pupil Services/Special Education (745-2214 ext. 225)  
 Mrs. Mary Ellen Haase Payroll & Accounting Clerk (745-2051 ext 214)

## ADMINISTRATIVE STAFF (745-2214)

Mr. Mark Pribbernow Principal - ext. 200  
 Ms. Virginia Doyle Assistant Principal/Director of Elementary Education – ext. 248  
 Mrs. Brenda Vance Administrative Assistant – ext. 221  
 Mrs. Sheila Rich Elementary Secretary – 233  
 Mr. Shawn Quinn Guidance Counselor (Grades 6-12) ext. 244  
 Ms. Vicki Iles Guidance Counselor (Grades K-5) ext. 239  
 Mrs. Billie Barnett Guidance Secretary  
 Mrs. Erin Bell School Social Worker  
 Mr. Mark Houde Director of Buildings & Grounds

## LIN-WOOD STAFF

### Elementary Staff

Mrs. Bethany Sharp Kindergarten  
 Mrs. Diana Pamplin Kindergarten  
 Mrs. Julie Rand 1st  
 Mrs. Rebecca Manning 1st  
 Ms. Megan Houle 2nd  
 Mrs. Kristyn Fadden 2nd  
 Mrs. Sally Nicoll 3rd  
 Ms. Felicia Hamilton 3rd  
 Ms. Anik Avar 4th  
 Mr. Russell Bradshaw 4th  
 Mrs. Aimee Cowles 5th  
 Mrs. Paula Houde 5th  
 Ms. Heidi Carter Title I Teacher

### Middle School Staff

Mrs. Sarah Kraus 6-8  
 Mr. Jason Duchette 6-8  
 Mrs. Denise Drapeau 6-8  
 Mr. Logan Placey 6-8  
 Mrs. Kristie Morris 6-8  
 Ms. Rebecca Steeves 6-8

### Meetings start at 6:30pm

Wednesday, April 3, 2019  
 (Organizational Meeting)  
 Wednesday, April 17, 2019  
 Wednesday, May 8, 2019  
 Wednesday, May 22, 2019  
 Wednesday, June 5, 2019  
 Wednesday, June 19, 2019  
 Wednesday, July 17, 2019  
 Wednesday, August 28, 2019  
 Wednesday, September 11, 2019  
 Wednesday, September 25, 2019  
 Wednesday, October 9, 2019  
 Wednesday, October 23, 2019  
 Wednesday, November 13, 2019  
 Wednesday December 4, 2019 (Budget Work Session)  
 No coverage needed  
 Wednesday, December 11, 2019  
 Wednesday, December 18, 2019  
 (Budget Work Session-)  
 Wednesday, January 8, 2020  
 Wednesday, January 15, 2020  
 (Budget Work Session – if needed)  
 Wednesday January 22, 2020  
 Wednesday, February 12, 2020 (Budget Hearing Prior to Board Meeting)  
 Wednesday, March 4, 2020  
 (Town Meeting March 10, 2020)  
 Tuesday, March 17 or Thursday March 19, 2020  
 District Meeting  
 Wednesday, April 1, 2020  
 (Organizational Meeting)

Policy Committee – Meets 1st Board meeting of month  
 Facilities Committee – Meets 2nd Board meeting of month

## Lin-Wood Staff

### High School Staff

Ms.	Allison Frobey	Art (Grades 1-12)
Mrs.	Heather Krill	English
Ms.	Jennifer Whitcher	English
Mr.	Shaun Hagan	Social Studies
Mr.	Peter Stivali	Social Studies
Mrs.	Dori Weeden	Spanish/Extended Learning Opportunities/School-to-Career
Ms.	Anne Bahr	Foreign Language
Ms.	Kristy Duris	Family and Consumer Science/Health
Mr.	Daniel Adams	Graphic Arts, Computer Education, Kanc Connection, Business, Channel 3
Mr.	Thom Untersee	Instrumental Music (Grades 5-12)
Mrs.	Barbara Burhoe	Vocal Music (Grades K-12)
Mrs.	Carol Smith	Librarian (Grades K-12)
Ms.	Jessica Halm	Math
Mr.	Lincoln Robertson	Math
Mr.	Aaron Loukes	Physical Education/Health/Athletic Director
Mr.	Casey Murphy	PE/Health
Mrs.	Katie Parent	Science
Mr.	David Webster	Science
Mr.	Chris Goodbout	Small Engines

### Special Education Staff

Mrs.	Paula King	Elementary Special Education
Ms.	Jessica Gluyas	Elementary Special Education
Mr.	Nicholas Cass	Middle/High School Special Education
Mr.	Kevin Luce	Middle/High School Special Education
Mrs.	Sarah Beaudin	Speech/Language Assistant
Mrs.	Cheryl Salazar	Special Education Paraprofessional
Mrs.	Nancy Brown	Special Education Paraprofessional
Ms.	Faith Clark	Special Education Paraprofessional
Mrs.	Bobbi Donahue	Special Education Paraprofessional
Mrs.	Leigh Harrington	Special Education Paraprofessional
Mrs.	Yvette O'Connell	Special Education Paraprofessional
Mrs.	Bryanna Bennett	Special Education Paraprofessional
Ms.	Rachael Eames	Special Education Paraprofessional
Mr.	Michael Hamlin	Special Education Paraprofessional

### Support Staff

Mr.	David Webster, Sr.	Custodian
Mr.	Joseph Barry	Custodian
Mr.	Kevin Kleinpeter	Custodian
Mr.	William Fraser	Custodian
Mr.	John Marshall	Food Service Manager
Mrs.	Darlene Stowkowski	Food Service Worker
Ms.	Kelly Shaughnessy	Food Service Worker
Ms.	Francene Huot Perreault	School Nurse
Mrs.	Melissa Sabourn	Library Aide
Mrs.	Sandra Dovholuk	Treasurer
	Durham School Services	Transportation Provider



**The qualifications of all teachers are available to parents if requested. Please contact the SAU Office regarding this and they will respond in a timely fashion.**

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## NOTICE OF NONDISCRIMINATION

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# Lin-Wood Public School 2019-2020

August (0 days)	M	T	W	R	F		M	T	W	R	F
	26	X-T	X-T	X-T	30						
September (20 days)	X	3	4	5	6	February (15 days)					1
	9	10	11	12	13		3	4	5	6	7
	16	17	18	19	20		10	11	12	13	14
	23	24	25	26	27		17	18	19	20	21
	30						X	X	X	X	X
October (21 days)		1	2	3	4	March (21 days)					
	7	8	9	10	X-T		2	3	4	5	6
	X	15	16	17	18		9	X-T	11	12	13
	21	22	23	24	25		16	17	18	19	20
	28	29	30	31			23	24	25	26	27
							30	31			
November (18 days)					1	April (18 days)			1	2	3
	4	5	6	7	8		6	7	8	9	10
	X	12	[13]	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	25	26	[27]	X	X		X	X	X	X	
December (15 days)	2	3	4	5	6	May (19 days)					X
	9	10	11	12	13		4	5	6	7	8
	16	17	18	19	[20]		11	12	13	14	15
	X	X	X	X	X		18	19	20	21	22
	X	X					X	26	27	28	29
January (20 days)			X	2	3	June (18 days)					
	6	7	8	9	10		1	2	3	4	5
	13	14	15	16	17		8	9	10	11	12
	X	21	22	23	X-T		15	16	[17]	**18**	**19**
	27	28	29	30	31		**22**	**23**	**24**	25	26
	M	T	W	R	F		29	30			
							M	T	W	R	F

August 27, 28, 29	Teacher Workdays	Dec 20	Early Dismissal
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Please note: This calendar may be changed by School Board action or by inclement weather conditions. School cancellations, e.g., snow days, may extend the school year and teacher-in-service days will subsequently be delayed.

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180 days for instructional purposes. 191 days include 6 teacher workshop days and 5 snow/emergency days. \*Last day of school will be June 17, if there are no school closings. Each snow/emergency day will be added thereafter. Snow/emergency days will be added to the calendar after June 17 or made up during April vacation and/or Saturdays. The Board and the Administration will set the date for graduation in late January or early February.

INTERIM CLOSES		INTERIM DISTRIBUTED		REPORT CARD CLOSES		REPORT CARD DISTRIBUTED	
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December	13	December	20	January	24	February	31
March	6	March	13	April	3	April	10
May	8	May	15	June	17	June	TBA



## MHS Schedule of Periods 2019-2020

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8:42am - 9:30am	Period 2
9:30am - 9:35am	Break
9:35am - 10:23am	Period 3
10:25am - 11:13am	Period 4
11:15am - 12:03pm	Period 5
12:03pm - 12:27pm	Lunch/Advisory
12:27pm - 12:50pm	Lunch/Advisory
12:52pm - 1:40pm	Period 6
1:42pm - 2:30pm	Period 7

### EARLY DISMISSAL SCHEDULE\*

7:45am - 7:50am	Homeroom
7:52am - 8:40am	Period 1
8:42am - 9:30am	Period 2
9:32am - 10:20am	Period 3
10:22am - 11:05am	Period 4
11:05am - 11:25am	Lunch/Advisory
11:25am - 11:45pm	Lunch/Advisory

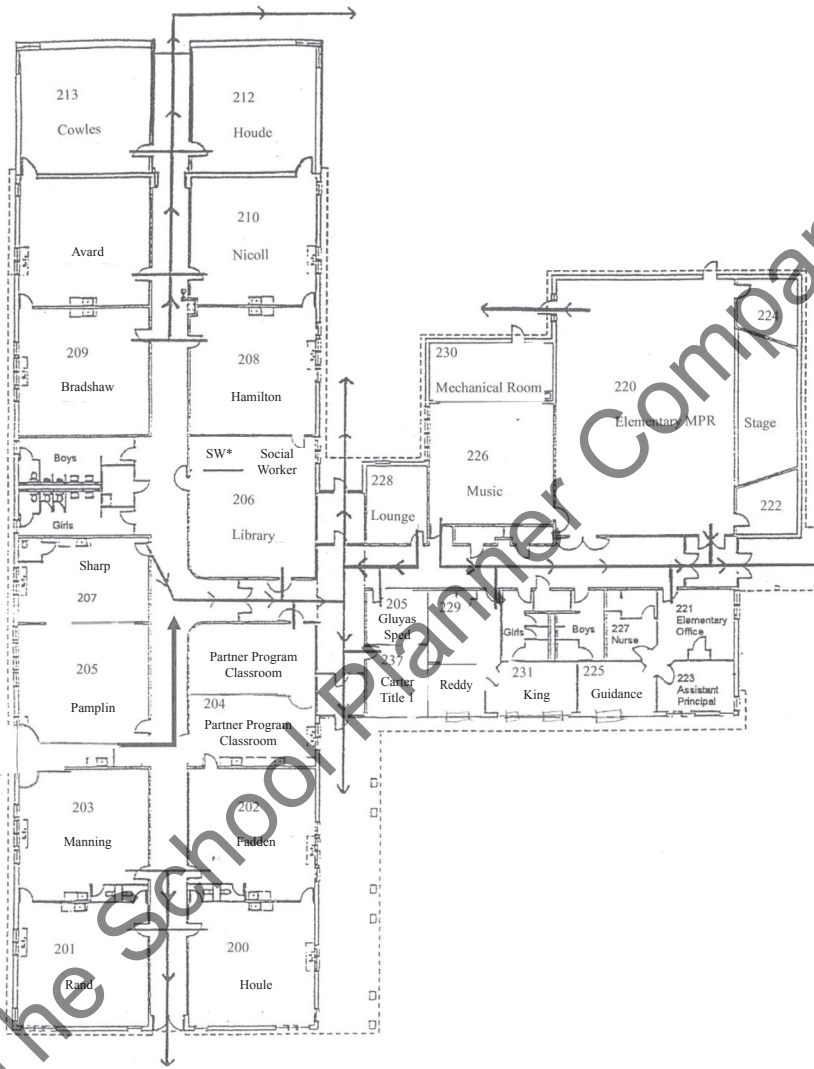
### TWO-HOUR DELAY SCHEDULE\*

9:45am - 9:50am	Homeroom
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1:42pm - 2:30pm	Period 7

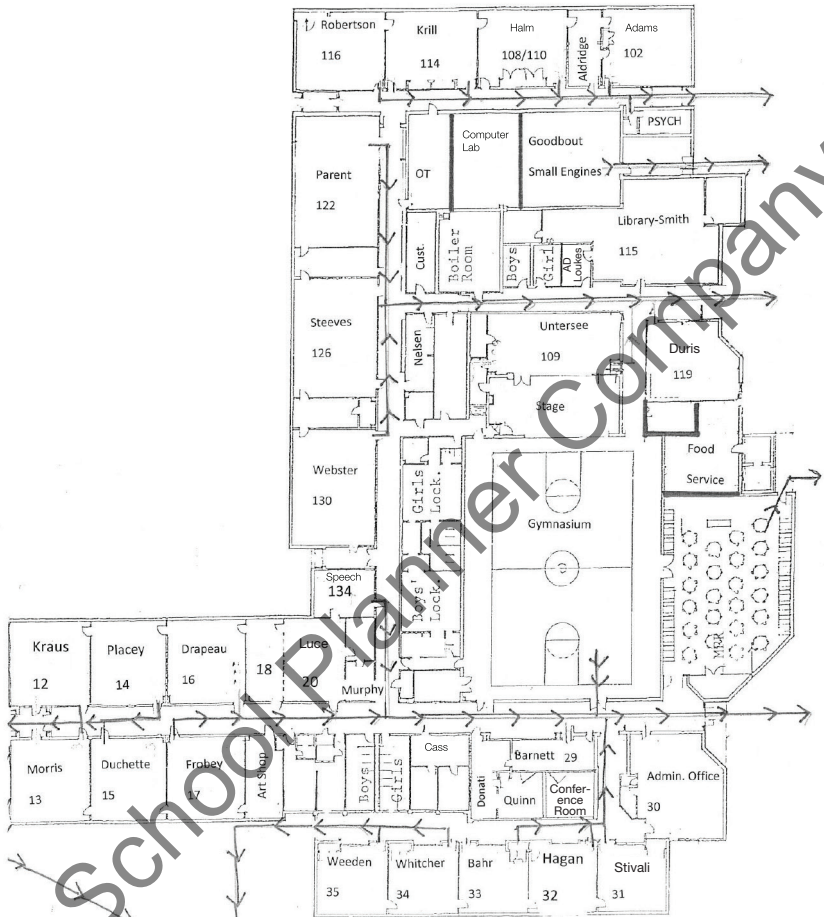
**\*Classes in session are subject to change.**

**ATTENDANCE:** For a student to achieve Perfect Attendance he/she must be physically present in homeroom/classroom when attendance is taken daily at **7:45 a.m.** and **11:15 a.m.** **This includes no tardiness.** Any student coming in **after 9:30 a.m.** or **leaving before 9:30 a.m.** will be considered absent for the a.m. for schoolwide attendance. Any student **leaving before 12:50 p.m.** or **arriving after 12:50 p.m.** will be considered absent for the p.m. for schoolwide attendance. This attendance record is used to determine the student's formal attendance for the purpose of the NH State registers.

# Lin-Wood Public School Elementary School Building



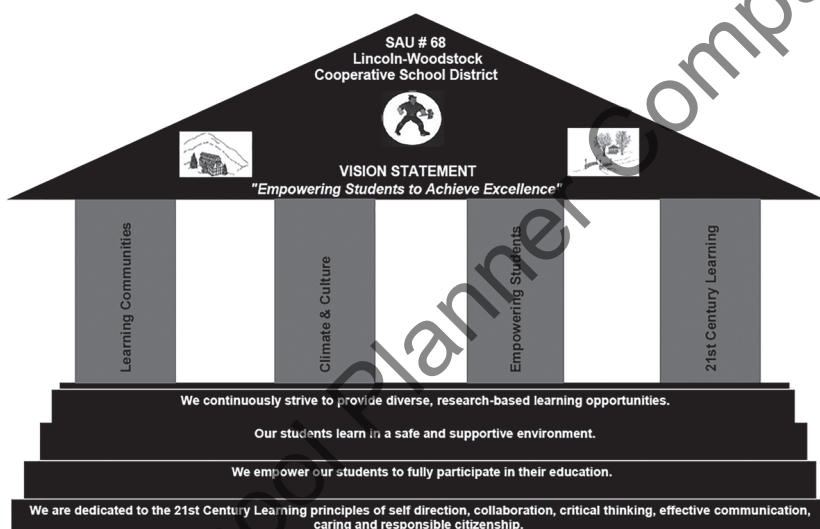
Lin-Wood Public School Middle/High School Building



# Vision and Mission Statement

## Empowering Students to Achieve Success

The Lincoln Woodstock Cooperative School District continuously strives to provide diverse, research based and relevant learning opportunities in a safe and supportive environment. We empower our students to fully participate in their education. We are dedicated to the principles of lifelong learning: self direction, critical thinking, effective communication, collaboration, and caring and responsible citizenship.



# 21st Century Learning Expectations

## Self-Directed Learner

***We expect Lin-Wood School graduates to be learners who develop strategies for progressing toward goals while pursuing standards of excellence.***

- *Sets appropriate, realistic long-term and short-term goals*
- *Develops plans independently with a clear timeline for completion*
- *Works independently and efficiently and self-monitors within the learning activity*
- *Evaluates own performance by identifying strengths & weaknesses, demonstrating receptivity to constructive criticism, and thinking independently to raise self-awareness & gain a broader perspective*

## Collaboration

***We expect Lin-Wood School graduates to be collaborative participants who demonstrate effective interpersonal skills in working toward the achievement of common goals.***

- *Listens respectfully, shares with and supports the efforts of all team members, provides effective feedback to other members, relays a great deal of information which all relates to the topic. Consistently offers opinions and invites others to share ideas*
- *Focuses on the task, is self-directed, completes the task on time, and exceeds expectations of work quality*
- *Distributes tasks appropriately, is helpful to others, focused on what needs to be done*
- *Demonstrates a willingness to consider alternative ideas, assume varied roles, and employ a variety of problem-solving strategies*

## Critical Thinking

***We expect Lin-Wood School graduates to be critical thinkers who use higher order to cognitive skills with a variety of techniques and resources to process information.***

- *Recognizes problems presented in given situations*
- *Grasps or constructs meaning from given material*
- *Uses learned material, or implements material in new and concrete situations*
- *Is able to break down or distinguish the parts of material into its components so that its organizational structure may be better understood*
- *Produces work that reflects unique, organized and comprehensive thinking*
- *Draws conclusions that are well-supported, logical and complete, using information that is accurate, high-quality and relevant*

# 21st Century Learning Expectations

## Communication

***We expect Lin-Wood School graduates to be effective communicators who use a variety of media to convey ideas for diverse purposes.***

- *Communicates relevant ideas with logical organization and focus, appropriately uses language and tone, and fully engages the audience*
- *Organizes thoughts with a precise focus, connecting ideas in a logical and creative way, using extensive vocabulary, appropriate tone, and exemplary grammar, usage and mechanics*
- *Produces work that is highly organized and effectively portrays the topic or ideas; product shows depth of understanding, a high level of clarity, & craftsmanship*

## Caring and Responsible Citizens

***We expect Lin-Wood School graduates to be caring and responsible citizens who recognize their personal responsibilities to contribute to their local and global communities.***

- *Demonstrates awareness of school & community expectations and accepts responsibilities for actions*
- *Exhibits honesty and a commitment to personal, school & community principles*
- *Supports school and community endeavors by participating in an appropriate manner*

## Lin-Wood Public School Website ([www.lin-wood.org](http://www.lin-wood.org))

The school's website provides valuable information for parents and students. Some **highlights** are:

- The school calendar
- K-12 Teacher Pages which usually include class information and homework assignments
- School Board Page including Board members, Board goals, meeting dates, agendas and approved meeting minutes
- Lunch
- Alumni, Booster Club and PTSA information – click on Organizations at the top of the page
- Athletic schedules and information, including the ability to sign up for notifications of game postponements and cancellations
- Library web page, which allows access to information sources and printable permission slips to borrow laptops and video cameras
- Guidance, main office and nurse web pages

## 21st Century Work Study Habits

Expectation	Exemplary	Proficient	Gaining Proficiency	Not Yet Sufficient
<b>Student will...</b>	<b>Student meets all in Proficient and improves by:</b>	<b>Student meets all in Basic Proficiency and improves by:</b>	<b>Student meets all in Gaining Proficiency and improves by:</b>	<b>Student is not yet sufficient in all and improves by:</b>
<b>Effectively Communicate</b> Use various media to interpret, question, and express knowledge, information, ideas, feelings, and reasoning to create mutual understanding	Communicating and producing highly organized work that effectively portrays the topic or idea in a logical and creative way using appropriate language and tone, and fully engages audiences	Using effective communication skills all of the time	Demonstrating progress in the attainment of communication skills by revising work to improve quality	Demonstrate minimal progress toward developing the communication skills
<b>Critical Thinking</b> Use original and flexible thinking to produce unique work that draws conclusions that are well supported, using information that is accurate, relevant, and of high quality	Using higher order cognitive skills with a variety of techniques and resources to process information - reflecting on how to improve the solution to be more creative and efficient	Solving problems using creativity and critical thinking skills all of the time	Solving problems using creativity and critical thinking skills some of the time	Solve problems with limited creativity and critical thinking skills
<b>Collaboration</b> Consider alternative ideas, assume varied roles, and employ a variety of problem-solving strategies in diverse groups to achieve common goals	Collaborating and effective interpersonal skills working towards the achievement of common goals	Contributing positively to the community, independently	Contributing positively to the community with minimal adult support	Contribute positively to the community with adult direction
<b>Self Directed Learner</b> Develop strategies for progressing toward goals while pursuing standards of excellence	Self Evaluating by identifying strengths and weaknesses, demonstrating receptivity to constructive criticism, and thinking independently to raise self awareness and gain a broader perspective	Working independently and meeting due dates all of the time	Working independently with some direction by adults and meeting due dates some of the time	Work with the direction of adults and/or needs prompting to know due dates
<b>Responsibility</b> Recognize personal responsibilities to contribute to local and global communities	Supporting school and community principles by exhibiting honesty and commitment	Using effective citizenship skills all of the time	Demonstrating an awareness of citizenship skills	Demonstrate minimal progress towards developing the citizenship skills

# Competency Education Definitions

**Promoting an understanding of how competencies, standards, curriculum, instruction, assessment, and work study practices all work together.**

## Competency

The expected content, concepts, and skills to be mastered in a course (NH Department of Education, 2006)

A student's ability to **transfer** content and skills in/across content ideas (apply, synthesize, or evaluate - Webb's Depth of Knowledge). The K-12 district competencies are the IDEAS and CONCEPTS important to each discipline and content area. Students at Lin-Wood work toward understanding and demonstrating competency/proficiency based upon the expectations of their course and grade level. These competencies are unpacked and supported by standards that are created for each course and each grade level. The development of competencies within the district and specific subject areas have been guided by the following resources:

- New Hampshire State model competencies for English Language Arts, Mathematics, Art
- Next Generation Science Standards
- National Arts Standards: Fine and Performing Arts
- National Council of Social Studies C3 Framework
- National Standards for Physical Education, Health Technology, Business, Vocational and Technical Education, Family and Consumer Science

From the student perspective, the competency statement answers the question, "Why are you asking me to learn this?" Students will be told of their course competencies and teachers will continuously refer to them during instruction and assessment. Student will know what they need to know and be able to with their learning at the onset of instruction.

There are four essential components of a competency-based system:

1. **Content Standards:** As outlined by the New Hampshire Department of Education and the Common Core State Standards. These standards describe what a student should know, understand, and be able to do at a given grade level. These provide indicators for performance for a competency. (See KUD Appendix D)
2. **Standards:** A road map that teachers use to ensure that instruction targets standards that in turn address competencies.
3. **Assessment:** A tool that teachers use to measure learning and the extent to which a student has met the standards and is demonstrating competency.
4. **Reporting:** A tool that allows a teacher to communicate accurately a student's progress towards meeting competencies throughout the school year; competency-based report card.

## Standards

Standards are learning goals created for each competency assigned to a grade level subject or course based upon the common core state standards. They are specific to each grade level and course which detail the progression of skills that students need to acquire to become competent. Each student is expected to work towards demonstrating proficiency in these standards by meeting performance indicators communicated in rubrics and assignments.

Topics of study and activities are often common among courses and grade levels.



## Proficiency

Work to prepare for this redesign has already begun. Teachers and administrators are participating in on-going research and reviewing best practices in curriculum, instruction, and assessment. In addition, teachers who are experts in their content area are working to clearly define student performance expectations at all levels.

Guiding questions of how students evolve into proficiency:

- Does proficient mean “all” the time, or 80-85% of the time?
- If a student is proficient 70-80% of the time, what does that mean?
- How is proficiency assessed?

As students progress toward full proficiency, teachers continue to provide multiple opportunities to re-check for understanding. No matter where a student falls academically, a teacher must continue to provide challenging learning opportunities to take the student to a deeper level of understanding. Whenever appropriate, acceleration strategies and techniques such as differentiation must occur to move a student to the next level.

Over the course of a reporting period, students should be provided with multiple opportunities to become proficient. Teachers will get a better understanding of a student's proficiency level at the end of a grading period by taking a “snapshot” of student learning by looking at the student's most recent assessment of the standards. During the course of the grading period assessments should be formative with summative assessments at the end of unit cycles when appropriate. This means that the teacher should be able to analyze student performance and provide the needed intervention during the grading period to move each student toward proficiency on the targeted standards and benchmarks. Standards are not a checklist.

## Work Study Habits

Work study practices are developed and supported at each stage of the learning process in the district. These skills are incorporated into a unit of study and become an important component of the grade reporting system. They are separate from academic grades so that both academics and work habits are pure measures of student skills.

Work study practices are evaluated based upon a developmental continuum of learning. For instance, the ability to collaborate with others looks differently in Kindergarten than it does in tenth grade. The focus remains on the student's ability to collaborate as a component of the learning experience defined by 21st Century Learning Expectations: Self Direction, Critical Thinking, Effective Communication, Collaboration, Caring and Responsible Citizenship.

## Formative Assessments

Assessments FOR learning and can broadly be described as an indicator that captures a student's progress through the learning process. It explains to what extent a student is learning a concept, skill, or knowledge set. In a sense, a formative assessment is “practice” and is, therefore, not heavily weighted in the grading system (10%). Examples include:

- Skill checks (quizzes for practice or reinforcement; classroom openers)
- First drafts of writing
- Teacher questions during instruction
- Worksheets
- Informal observations
- Pre-testing
- Homework
- Other class work not listed above
- Pre-assessment
- Definitions

- DOK 1-2
- Practice, scaffold activities
- Skill knowledge assessment

## **Summative Assessments**

An assessment OF learning and it is heavily weighted in the grading system (90%). A summative assessment is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded within a course standard. Examples include:

- Written, oral, and performance tasks
- Tests
- Quizzes (beyond skill checks)
- Writing (term papers, essays, stories, final projects, etc.)
- Projects
- Presentations
- Problem-based inquiry learning tasks
- Other comprehensive/cumulative assignments not listed above
- Authentic
- Real-world application
- DOK 3-4
- Performance Based
- Use Rubrics

\*Our SIS will split formative and summative assessments into 10/90 split. Within each of those categories a teacher may assign as many or few points to each assignment as they see fit.

## **Reassessment**

Students are encouraged to practice continuous improvement in their learning through reassessment. Students are able to reassess only if they have completed all of the formative assessments prior to the summative assessment in that unit. When complete the teacher will replace the grade in the gradebook.

## **Mandatory Assessments and Deadlines**

Students are expected to complete major summative assignments in a timely manner. Students who refuse to complete an assignment in time will receive classroom and/or school level disciplinary consequences. The grade for that assignment will be recorded as a zero. All formative assessments need to be complete in order to take a summative assessment. If work is not completed scores and overall course credit may be impacted and administration will be notified.

## **Term Grades**

Student's final overall course grade is an average of the total number of quarters for a course. Narratives and work study habits will be reported at the end of each quarter via the Web2School parent portal. Questions about grades may be directed to individual teachers. Quarter grades will continue to effect eligibility.

Term grades based on missing summative data may be re-examined by the classroom teacher at her/his discretion. Teachers must submit a "Grade Change" form to the Guidance Office to make adjustments to term grades if the quarter has ended.

## Advisory

The advisory program ensures that every student has the opportunity to feel known, heard, understood by an adult in a non-academic setting. Through these meetings, meaningful connections are made with students and adults. The advisory program focuses around the school's core values.

## Advisory/Focus Learning Time

A time for students to engage various types of learning such as intervention, extensions, and enrichments.

Focused learning time is not optional; all students are expected to participate.

- **Intervention:** Small groups of students that work with the teacher on content support, remediation, or proactive support.
- **Extensions:** Whole class groups where the teacher extends the current curriculum beyond what is able to be completed during a class period.
- **Enrichment:** Above and beyond activities that go outside the curriculum to expand the experiences of our students.

## A Guide to Grading

The Lincoln Woodstock Cooperative School District believes that the purpose of grading is to communicate student achievement to parents, students, and others. It provides information for students so they can self-evaluate and plan learning goals. Sometimes grades are used to select, identify, or group students for certain educational programs. Grades have been used to provide incentives for students to learn. Grades are also a way to document student performance to evaluate the effectiveness of an instructional method or program.

## Receiving Course Credit

A student will receive credit for a course when they receive a passing overall course grade of 70% or higher. Course recovery will be available to students who fail in the 50-69% range. A course must be re-taken if a student fails with a grade of 49% or lower.

**Credit Recovery:** will be assessed on an individual basis and opportunities will be provided for students to have support from teachers as needed.

**Class Rank:** is based on a cumulative weighted grade point average, using the scales below, where classes receive the weight by course level (College and Career Prep, Honors, Advanced Placement, and Dual Enrollment). Class rank is computed for each grade at the end of an academic year.

**Grade Point Average (GPA):** is reported on the transcript as weighted, cumulative calculation using the scales below. Weighted means that courses deemed more rigorous than standard Career and College Prep (CCP) – such as Dual Enrollment (DE), Advanced Placement (AP), and Running Start (RS) – are weighted at a higher GPA value. This value reflects and rewards the most challenging course of studies Lin-Wood offers.

## Online Grades, Report Cards, and Transcripts

Students are to be assessed on the content standards in a variety of ways (verbal, written, standardized, hands-on, activity based, etc.) and have multiple opportunities to demonstrate their level of mastery. This total assessment allows for a more holistic picture that will reflect what the student has done at home to prepare, what the student has demonstrated in class, and that the student can explain and then apply their learning.

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Grades can be viewed in real time online. Guidance will issue unique logins and passwords for both students and parents to the online viewer. For each course, the report card will list competency grades, work study grades, and overall course grade. Periodically, Guidance will print transcript reports for students.

**Honor Roll** - Will be calculated at the end of each term.

**Highest Honors** = All A's

**Honors** = B's and Higher

Grading Scale Transition			
Traditional		GPA	
		Unweighted	Weighted
Percent	Letter Grade	College and Career Prep (CCP)	Dual Enrollment (DE) Advanced Placement (AP) Running Start (RS)
90 - 100	A+	4.00	5.00
	A	4.00	5.00
	A-	3.67	4.67
80 - 89	B+	3.33	4.33
	B	3.00	4.00
	B-	2.67	3.67
70 - 79	C+	2.33	3.33
	C	2.00	3.00
	C-	1.67	2.67
0 - 69	F	0.00	0.00

## **Progress Towards Graduation**

Students who meet or exceed the credits listed below by the completion of the school year, are making satisfactory progress toward graduation.

All high school students must pass 6 credits per year in order to be promoted to the next grade.

Students need a minimum of 18 credits to be classified as seniors; each student needs 26 credits to graduate for the 2017 graduating class only.

Students graduating after the 2017 school year will earn 24 credits.

## **Graduation Requirements**

Seniors who have completed departmental requirements and who have earned the appropriate number of credits for graduation are allowed to participate in commencement exercises.

All students who attend Lin-Wood Public School will be given equal opportunity and are expected to meet the graduation requirements to receive a Lin-Wood Diploma.

## **Lin-Wood Diploma**

A Lin-Wood Diploma will be issued to students who successfully complete required credits and meet the specific course requirements as delineated below and outlined in the LWPS Program of Studies.

Meeting such requirements may include individually determined modifications to instructional and assessment methods.

## **Lin-Wood Diploma with Honors**

A Lin-Wood Diploma with honors will be issued to students who meet the above criteria and are in the top 15 percent of the graduating class as determined by the weighted grade point average (GPA).

## **Standard Diploma**

A Standard Diploma is available only to those students who are unable to fulfill the requirements for a Lin-Wood Diploma even with reasonable accommodations, modifications and supports and/or for other identified personal reasons. A student's eligibility to pursue this option will be determined by the Student Intervention Team and must be approved by the student's parent or guardian. A Standard Diploma will be issued when the student has successfully met the New Hampshire state graduation requirements.

The Diploma option will be recorded in the student's cumulative file and noted on their final transcript as well as on the student's diploma.

## Lin-Wood Diploma

- 4 English credits
- 4 Math credits
  - 1 Algebra I
  - 1 Algebra II
  - 1 Geometry
  - 1 Math Elective
- 3 Science credits
  - 1 Physical Science
  - 1 Chemistry
  - 1 Life Science
- 3.5 Social Studies credits
  - 1 Credit US & NH History
  - 1 Credit US & NH Government/Civics
  - 1 Credit World History, Global Studies, or Geography
  - ½ Credit Economics, Including Personal Finance
- .5 Information & Communications Technologies credit
  - 1.5 Physical Education credits
  - 1 Visual & Performing Arts Education credit
  - .5 Online Course credit
  - 40 hrs. Community Service
  - .5 Health Education credit
  - 5.5 Open Electives credits
  - 24 Total Required credits

## Certificate of Completion

A Certificate of Completion may be issued to students who have:

1. Completed a minimum of four years of high school
2. Acquired 19.5 credits which include the following:
 

English	4.0 credits
Social Studies	2.0 credits
Mathematics	2.0 credits
Science	2.0 credits
Electives	10.0 credits
<b>Total</b>	<b>20 credits</b>
3. Students will receive 1/4 credit for Drivers' Education taken either at Lin-Wood or off-campus. To obtain credit for an off-campus course, the student is responsible for notifying the office with appropriate validation of the course.
4. Transfer students: While perfect meshes of a transfer student's records with the requirements of Lin-Wood are impossible, adjustments to those requirements may be made through consultation with the administration, the guidance office and the Superintendent.

## Grading

1. Only numerical grades are assigned in grades 6-12 in major subject areas on report cards and interims. All students in 6-12 will receive both interim and quarterly report cards. Each student will receive 8 written reports during the school year. In the high school yearly grade averages and class ranks will be computed and honor rolls will be kept.
2. Honor Roll will be calculated by term.
3. High school students MUST achieve a minimum grade of 50 as a final average in order to be eligible for an approved Summer School Program.
4. Students in grades K-5 are issued quarterly Progress Reports. Parents/Guardians of these students should meet with classroom teachers on a regular basis to keep abreast of a student's status.

## Schedule Changes (Add or Drop)

All level changes MUST originate with the teacher of the section in which the student is

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currently enrolled. Any schedule change, after schedules are mailed out in the summer, must be accompanied by a parental note giving permission for the change. No student may make a change until the parental note has been presented to the guidance counselor.

All schedule changes will end on *September 8* for the first semester and on *January 26* for the second semester.

## School Wide Expectations/Conduct

### Conduct Code

This school is a community for learning, and only behavior that allows for the flourishing of the community will be accepted. We ask that our pupils practice our four school-wide expectations – Be Prepared, Be Respectful, Be Responsible, and Be Safe. Activities that endanger others or that detract from the learning process will not be tolerated.

The following code of behavior is in effect for the entire school, but the strict assigning of points with automatic suspensions etc., is applicable particularly to grades 6-12, the levels at which students are expected to be fully responsible for their actions in this society.

<b>Problem Behavior (Abbreviation)</b>	<b>Definition</b>	<b>Conduct Points</b>
Abusive language/ Inappropriate language/ Profanity (Inapp. lang.)	Verbal messages that include swearing, name calling or use of words in an inappropriate way	5-10
Alcohol	Student is in possession of or is using alcohol.	10
Arson *	Student plans and/or participates in malicious burning of property.	10+
Bomb threat/False alarm (Bomb) *	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	10+
Combustibles (Combust.)	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	5
Defiance/Disrespect/ Lying Insubordination/ Non-compliance (Disrespect)	Refusal to follow directions, talking back and/or socially rude interactions.	3-5
Disruption (Disrupt.)	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. *Includes all school functions	1-5
Dress code violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	1-5
Failure to demonstrate academic integrity	*See Academic Integrity	5-10
Fighting/Physical aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) Includes rough play.	3-10
Forgery/Theft (Theft)	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.	5-10
Harassment/Tease/ Taunt	Student delivers disrespectful messages (verbal, gestural or electronic) to another person that include threats and intimidation; obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.	5-10
Drugs	Student is in possession of or is using illegal drugs/ substances or imitations.	10

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Property Damage	Student deliberately impairs the usefulness of property. *Includes books, uniforms and such.	5-10
Skip class/Truancy (Skip)	Student leaves class/school without permission or stays out of class/school without permission. Also includes assigned after-school activities – including detention.	1-5
Tardy	Student is late to class or the start up of the school day.	1
Tobacco/e-cigarettes/Vaping devices	Student is in possession of or is using tobacco or e-cigarettes	10
Vandalism/Property damage (Vandal)	Student participates in an activity that results in substantial destruction or disfigurement of property.	10
Weapons*	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	10+

## \* Ten day suspension and a recommendation for Expulsion.

### 126-K:7 Use of Tobacco Products, E-cigarettes, or Liquid Nicotine on Public Educational Facility Grounds Prohibited.

- I. No Person shall use any tobacco product, e-cigarette, or liquid nicotine in any public educational facility or on the grounds of any public educational facility.
- II. Any Person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2, shall be punished by a fine not to exceed \$100 for each offense.

### Academic Integrity

As an academic institution, Lin-wood Public School places the highest priority on academic integrity. Faculty and students value and celebrate the importance of attendance, original and independent thought, and ethical academic practices of honesty, attribution of sources, and responsibility for one's own work. These beliefs and values are the framework of our learning community. As a learning community, all members (students, teachers, administrators and parents) share in the responsibility of knowing and upholding the standards of academic integrity.

### Academic Integrity Standards

- Standard 1 - The community affirms that students' academic performance is the direct result of their individual effort, teacher sanctioned group collaboration, or any other assigned work in which students can identify their original contribution and effort.
- Standard 2 - Students will use appropriate attribution and citation for all work that is not of their own origination.
- Standard 3 - Teachers will publish and discuss testing protocols for their classes at the beginning of the school year.
- Standard 4 - Students will submit essays, reports or assignments that are original; and that have not been submitted previously.
- Standard 5 - Teachers will return corrected or reviewed essays, reports, or assignments in a timely manner.
- Cheating: The act of participating in an assignment/activity in a dishonest or deceitful manner.
- Fraud: The act of obtaining, distributing, and/or using tests or materials by improper means e.g. stealing an exam.
- Falsifying Academic Records: The act of changing, deleting, submitting and/or any other alteration of grades, progress reports, report cards and transcripts without approval by a teacher or designated staff.
- Plagiarism: Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source, according to the Council of Writing Program Administrators (WPA).
- Resubmission: The act of submitting an essay, report, or assignment when all or a significant portion have been submitted previously for another course without the express permission or knowledge of all teachers involved.



## **CHANGE OF SCHOOL OR ASSIGNMENT – BEST INTERESTS**

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

### **A. Manifest Educational Hardship Change of Assignment Distinguished -**

When a parent/guardian believes that an assignment has been made which will result in manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with provisions of RSA 193:3, I, as the same may be amended or replaced from time to time, and Board Policy JEC – Manifest Educational Hardship.

### **B. Conditions and Procedures for Reassignment Based upon Best Interests -**

1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a determination concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the school board. The board must vote to approve the reassignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.
5. The Superintendent will issue a written decision to the parent/guardian.
6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school,

whichever is greater, unless the school board votes to exceed this limit.

7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.

### **C. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation -**

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

### **D. Notice to the Department of Education -**

The Superintendent of the pupil's resident SAU will notify the Department of Education

within thirty (30) days of any reassignment made under this policy.

### **E. Special Education Placements -**

A placement made relative to a student's special education needs and services shall not

be deemed a change of school assignment for purposes of this section.

### **CHANGE OF SCHOOL OR ASSIGNMENT - MANIFEST EDUCATIONAL HARDSHIP**

The Superintendent will assign resident students to a public school within the District.

The Board recognizes that in unusual and extraordinary circumstances, a parent, guardian or other person having custody ("parent/guardian") may wish to request a change in the student's school assignment to another public school within the District or a public school in another district.

#### **A. Procedure for Consideration of a Manifest Educational Hardship Request -**

The following procedures will be utilized when a parent/guardian seeks a change of assignment within the District, or a waiver of assignment for his/her child from attending any school in the District based on an assertion that the current assignment constitutes a manifest educational hardship:

1. The parent / guardian will submit a written application to the Superintendent's office detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Through the application, the parent / guardian may request that the child:
  - a. Attend another public school or public academy in the District; or
  - b. Attend a public school or public academy in another school district.
2. The Board will hold a hearing on the matter within thirty (30) days of receipt of the written request. The Board will hear the matter in non-public session, unless the parent / guardian requests the hearing be held in public session, subject to RSA 91- A:3, II(c).
3. Prior to the hearing, the Superintendent shall provide the Board his/her recommendations regarding the parent / guardian's request. Such recommendations may be provided orally at the hearing, or in writing at or before the hearing, with a copy to the parent / guardian.
4. At the hearing, the parent / guardian may use whatever information he/she deems is necessary and appropriate to support the request.

5. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be, the Board will consider all information presented by the parent / guardian, the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.
6. The Board may find that a manifest educational hardship exists provided that parent / guardian demonstrates that attendance at the assigned school will have a detrimental effect on the child's education, and that another public school or public academy, either within the District or in another district, can reasonably meet the child's educational needs.
7. The Board shall find that a manifest educational hardship exists if it determines that there is clear and convincing evidence that:
  - a. A compelling amount of a child's academic, physical, personal, or social needs cannot be met by the assigned school or are not found within the student body of the assigned school;
  - b. The attendance at the assigned school will impair the educational progress of the child; and
  - c. Another public school or public academy, either within the district or in another district, can reasonably meet the child's educational needs.
8. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case by case basis.
9. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent / guardian addressed the Board, and will forward its written decision to the parents or guardians via means producing third party proof of delivery (e.g., Certified, FedEx, UPS, etc.).
10. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education within thirty (30) days of receipt of the local board in accordance with the provisions of Ed 200.

### **B. Children with Disabilities -**

Children with disabilities as defined in RSA 186-C:2 shall be accorded a due process review pursuant to rules adopted under RSA 186-C:16.

### **C. Tuition and Transportation -**

If the is assigned to attend school in another district ("receiving district"), tuition to be paid by the Lin-Wood Cooperative School District to the receiving district shall be computed as provided in RSA 193:4. Some or all of the tuition may be waived by the Superintendent / board of the receiving district.

The cost of transportation shall be the responsibility of the parent / guardian.

## TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### A. Definitions

**“Tobacco product(s)”** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

**“E-cigarette”** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

**“Liquid nicotine”** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

**“Facility”** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms and storage areas.

### B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District including school sponsored activities.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

### **C. Employees**

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District including school sponsored activities.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### **D. All other persons**

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### **E. Implementation and Notice – Administrative Rules and Procedures**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g. student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.



## Conduct Code – Classroom Disruption to Learning

The primary goal of the Lincoln-Woodstock School District is the education of the community's students. Therefore, any disruption to the educational environment which distracts students from learning or teachers from instructing cannot be tolerated. In order to assure the best possible learning environment, students who cause disruptions to the classroom environment will be dealt with using the process as outlined below:

### Elementary School

1st Step - Teacher will meet briefly with student to inform them of the specific behavior which caused the disruption of the class and will ask for the student's cooperation in making the classroom focused on teaching and learning.

2nd Step - Teacher will hold student after class and have a more detailed discussion with the student as to why they are disrupting the class and specific detailed directions about the expected classroom behavior. Teacher will contact parents (documented telephone call) to ask for their assistance in helping their student understand the importance of not disrupting class.

3rd Step - Teacher will inform student that they have reached the Third Step of the Classroom Conduct Code and that their behavior is unacceptable and that they will be contacting their parents. The teacher will schedule a parent conference with the parent(s) and a copy of the Classroom Conduct Log will be sent home (or provided at conference). Parents will be specifically informed of the Classroom Conduct Expectations and the possible outcomes of further classroom disruptions.

### Middle School

1st Step - Teacher will meet briefly with student to inform them of the specific behavior which caused the disruption of the class and will ask for the student's cooperation in making the classroom focused on teaching and learning.

2nd Step - Teacher will hold student after class and have a more detailed discussion with the student as to why they are disrupting the class and specific detailed directions about the expected classroom behavior.

3rd Step - Teacher will inform student that they have reached the Third Step of the Classroom Conduct Code and that their behavior is unacceptable and that they will be contacting their parents. The teacher will personally call the parent(s). *A discipline referral will be completed and submitted to the office for assigned conduct points.*

### High School

1st Step - Teacher will meet briefly with student to inform them of the specific behavior which caused the disruption of the class and will ask for the student's cooperation in making the classroom focused on teaching and learning.

2nd Step - Teacher will hold student after class and have a more detailed discussion with the student as to why they are disrupting the class and specific detailed directions about the expected classroom behavior.

3rd Step - Teacher will inform student that they have reached the Third Step of the Classroom Conduct Code and that their behavior is unacceptable and that they will be contacting their parents. The teacher will personally call the parent(s). *A discipline referral will be completed and submitted to the office for assigned conduct points.*

### Administrative Procedures

- a. Points are assigned by the Principal or Assistant Principal.
- b. Parents/Guardians are notified when 5 points or more have been assigned.
- c. When any student accumulates 10 points as a result of separate disciplinary occasions he/she will receive a one-day suspension (i.e. 5 for disrespect and then 5 for speeding in the parking lot).
- d. Ten points lost in a single assignment of points results in a minimum three-day suspension.
- e. The second assignment of 10 points within one semester will result in a minimum suspension of more than one day, depending upon the severity of the infraction.
- f. In-school suspensions: Work due from the day prior to suspension can be submitted, on time, for a full grade. All work due from the suspension period can be submitted, on time, for 70% of the grade that the work would normally have received. Missed work that is of a hands-on nature, such as a lab, a cooking project, etc. will receive a grade of zero. Semester and final exams may be taken for full credit.

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- g. Middle School students will be allowed to submit work missed during a suspension period the day he/she returns to classes for 70% of grade.
- h. **A suspended student will not be allowed on school grounds to attend school-related functions after school hours until the suspension is completed.**
- i. After an accumulation of 10 school days (for any offenses), the Principal or Assistant Principal alerts the Superintendent of the possibility of an eventual recommendation for expulsion. The Board is the only determiner of expulsion, upon recommendation from the Superintendent.
- j. Use or possession of illegal substances (including tobacco products) on or off school grounds suspends a student's participation in that sport/extracurricular activity for 30 school days for a first offense, 45 days suspension for a second offense (which will run consecutively with the first offense), and termination in that sport/extracurricular activity for the school year for a third offense. (Offender(s) must participate in a drug awareness education program during the 30-day period following the first offense.) (Also refer to Athletic Rules in the Parent/Guardian/Student Handbook.)
- k. Students get a fresh start with conduct points at the beginning of 3rd quarter.

## Note

- 1. An accumulation of 10 days suspension will result in a recommendation to the superintendent for expulsion.
- 2. Detentions will be served either on the day assigned or on the following school day.

## Absence

Parents/Guardians are **to notify** the school by telephone by 9:00 a.m. on the day of their child's absence to assure the safety of their child. School officials reserve the right to contact parents/guardians after 9:00 a.m. if they have not been in contact with the school. **An excuse note must still be provided** to be placed in the child's attendance files.

## Arrival and Departure

Upon arrival in the morning, a student may not leave school grounds without permission. **Elementary students who do not ride the bus should not arrive before 7:20 a.m.** The first bell rings at 7:40 a.m. Students are not allowed to leave school grounds during lunch unless they are on Upper Class person Release.



## Attendance, Absences and Excuse Notes

A comprehensive system of attendance records will be maintained for each student. This is used to determine the student's formal attendance for the purpose of the N.H. State Register.

**Notes for approved tardies and absences** must meet the following criteria: (See sample note). Failure to do so will result in serving a lunch detention in the office.

- a. Tardies to school - note must be submitted on the day of tardy (or the day after, with Administrative approval) **stating the reason for tardiness.**
- b. Absence from school - note submitted on day of return also stating the reason for absence.
- c. When attending a dental or medical appointment, please bring a note from their offices to go in your attendance file. **These notes are kept in case the student goes over the attendance limit.**
- d. Notes simply stating: "    Name     was absent and/or late on     date    ." Are **not** an excused absence.

## SAMPLE NOTE:

\_\_\_\_\_ was absent/tardy on \_\_\_\_\_ due to/because \_\_\_\_\_.  
(Student's full name) (Date) (Reason)  
  
\_\_\_\_\_  
(Parent/Guardian Signature)

## NOTE

**A student who is absent during the day (due to illness, etc.) may not attend an after school function as a participant or observer on school grounds unless given administrative approval. The pupil must be in school by 8:30 a.m. on the day of a scheduled event. (A doctor's note is requested for Doctor's appointments.)**

## Excessive Absences and Tardies

K-12 students cannot exceed **TWELVE (12) DAYS OF ABSENCES** in a school year. Promotion to the next grade may be affected by excessive absences. Attendance totals are listed on student's report card. When a student in grades 9-12 has reached 8 days absence in a class, parents will be notified.

**STUDENTS WHO ARE TARDY IN EXCESS OF 15 minutes for a class WILL BE CONSIDERED ABSENT FROM THE CLASS.**

**Absences:** **ALL** absences count toward the TWELVE (12) DAY LIMIT with the exception of school sponsored activities.

- Middle/High School students who exceed a total of 3 absences per quarter may be required to attend the after school program during the first week of the new marking period.
- Middle/High School students who exceed 12 absences for the year may be required to attend summer school to make up time.
- School-wide attendance will be taken daily at 7:45 a.m. and at 11:15a.m. (11:45 a.m. in the Elementary school).
- Any student coming in after 9:30 a.m. or leaving before 9:30 a.m. will be considered absent for the a.m. for school wide attendance.
- Any student leaving before 12:50 p.m. or arriving after 12:50 p.m. will be considered absent for the p.m. for school wide attendance.

**Tardy:** Accumulations of three (3) tardies to school or to a specific class are treated as the equivalent of an absence that will count toward the twelve (12) day limit for credit in year-long courses.

Notes for ANY absences or tardiness need to be submitted to the office on the day a Middle/High school student returns to school or the pupil will attend a 30 minute detention. Two conduct points will be assigned if the detention is not served. (Notes simply stating that the student was late and/or absent **are not an excuse.**) Students who are eighteen years or older **may not sign** their own notes if they are living with a parent/guardian.

## Attendance, Absenteeism and Truancy Absences

The Lincoln-Woodstock Cooperative School Board requires that school-aged children enrolled in the Lin-Wood Public School attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence. The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an absence, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of the aforementioned reasons above (1-7) for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent.

The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

## **Family Vacations/Educational Opportunities**

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

## **Truancy**

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

## **Intervention Process to Address Truancy**

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall involve processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline;

Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

## **Parental Involvement in Truancy Intervention**

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

## **Developing and Coordinating Strategies for Truancy Reduction**

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing age appropriate developmental strategies, resources, and lastly, referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

## Parental Notification of Truancy Policy

The Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7, Penalty

RSA 193:8, Notice Requirements

RSA 193:16, Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

## Make-Up Work Not Related to Parent Release Form Absences

Students are responsible for making up work that is missed during any absence. A student will be given one (1) school day for each day absent to make up newly assigned school work unless a waiver is granted in a teacher-student conference. Parents should be aware that it is required that school work be made up within the guidelines outlined in the student handbook.

When a student will be out of school for an extra-curricular activity, he/she is still responsible for assignments due that day and the following day.

**This form is available from the main office and should be returned to the main office.**

**PARENT RELEASE FORM  
FOR DISMISSAL OF STUDENT  
(3 OR MORE DAYS)**

It is my intention to withdraw \_\_\_\_\_ from school on \_\_\_\_\_

(Child) (Date)

until \_\_\_\_\_ for the purpose of \_\_\_\_\_.

(Returning date) (Reason)

**I realize by withdrawing my child from school, his/her educational progress will be affected and a loss of credit may occur. Teachers should be notified a week before a student's planned absence.**

\_\_\_\_\_  
Signature of Parent/Guardian

## Bus Rules and Regulations

The right of all pupils to ride in a school bus is conditioned on their good behavior and observance of rules and regulations. The privilege of riding the bus can be revoked by the school for misconduct and parents will then be responsible for transportation to and from school in accord with the New Hampshire Statutes.

The bus driver and bus contractor are responsible for the safety, welfare, conduct and control of the pupils whom they are transporting. Therefore, the following rules and regulations will be strictly enforced:

1. Drivers will maintain posted schedules as closely as possible. Students must be ready to take the bus when it arrives. Drivers will not wait for students who are not ready.
2. Students must wait for the bus in an orderly manner and must remain well out of the roadway or parking lot.
3. Students who must cross the road to board or leave the bus will cross only in front of the bus and only after the driver signals that it is safe to cross the roadway.
4. Students will enter or leave the bus in an orderly and courteous manner.
5. Students must take a seat upon entering and remain in it until the bus arrives at school or home. Students cannot stand up while the bus is in motion. The driver may assign definite seats to pupils.
6. Students must not throw anything in the bus or out of the bus.
7. Students will not engage in disruptive behavior. Shouting, profanity, abusive language, fighting, or any other major disturbances will not be tolerated.



8. Students must not put head, hands or arms out of the windows of the bus.
9. Aisles are to be kept free of books, lunch boxes and other objects. (Musical instruments will be placed under a seat or held during the trip).
10. Students will not eat or drink on the bus.
11. Smoking or use of tobacco is prohibited on the school bus at all times.
12. Footwear must be worn on the bus at all times.
13. Students shall not knowingly possess, use, transmit, or be under the influence of any alcohol or unlawful drug, nor possess any dangerous weapon.
14. Only authorized riders will be permitted on the bus.
15. Students will only ride the bus assigned and will be discharged at their regular bus stop unless a written parental request is approved in advance. Approval is contingent on space availability.
16. Students will be discharged only at a designated bus stop.
17. Students will be held responsible for any and all damage to the bus perpetrated by them.
18. The school bus is an extension of the school, and all rules and regulations of the school must be observed on the bus.
19. No students shall be put off the bus while traveling to and from school. A parent/guardian shall be notified and the daily trip completed before the students can be removed from transportation service.
20. The bus drivers are in charge of the bus, and pupils are expected to obey their requests or decisions pertaining to safe pupil transportation.
21. Permission to ride on the school bus may be taken away for lack of pupil cooperation and/or unsatisfactory conduct. Parents/Guardians will be responsible for transportation to and from school. (See RSA 189:9-A.)

## **RSA 189:9-A**

Notwithstanding the provisions of RSA 189:6-8, the Superintendent or his/her representative as designated in writing, is authorized to suspend the right of pupils from riding a school bus when said pupils fail to conform to the reasonable rules and regulations as promulgated by the School Board. Any suspension to continue beyond twenty (20) school days must be approved by the School Board. Any suspension shall not begin until the next school day following the notification of suspension is sent to the pupil's parent/guardian.

1. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within 10 days of the suspension to the authority who suspended this child's right.
2. Until the appeal is heard, or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from the school for the period of the suspension.

## **School Bus Scheduling (Parent Request)**

A parent/guardian may occasionally request in writing that a child be dropped off at a different bus stop. Because safety considerations are of primary importance, the bus driver will not honor requests that students be dropped off at other than an established stop. Parental requests to ride a different bus will be honored only on a "space available" basis.

## **General Rules, Regulations, and Notices**

### **Announcements**

Daily announcements are read in homeroom and are available in the main office.

Only emergency announcements are made on the intercom. (Practice schedules, and changes thereof, will be posted on bulletin board near the main office.)

### **Assignment of Students to Class or Grade**

Under State of New Hampshire Board of Education Regulation, ED 302.02L, class and grade assignment is the responsibility of the Superintendent and his/her designees as educational needs warrant. Parent/Guardian input is considered and encouraged and must be done prior to May 1st. The teacher whom the student has been assigned to for the next school year will be written on the fourth quarter report card.



## Automobiles

Students must operate automobiles in a careful and responsible manner with a concern for others at all times while on school property. **Students may not go to their automobiles without permission during the course of the school day.** Driving to school is a privilege; students must drive responsibly. The lives of others are in their hands. If irresponsible driving behavior occurs or if the vehicle is not registered, the privilege of using the school parking lot will be revoked. Students have no "Right of Privacy" in regards to automobiles. (See Policy JICD-R)

## Breakfast/Hot Lunch

This begins the first day of school. **Credit will not be extended to any student!**

(Please contact Mrs. Vance or Mr. Pribbernow if other arrangements need to be made.) Grades 6-12 – Ala Carte is on a cash only basis.

**Free or Reduced Meals:** A student may be eligible for free or reduced meals. The free and reduced meal forms are sent out with student letters in August or they can be picked up at the front office. Students should take advantage of this program if eligible. You must fill one of these forms out every year in order to be eligible (**no matter what the state letter gives you for directions**). **Please mail them or deliver them yourself** to the attention of Mr. Pribbernow or Mrs. Barnett. Do not send them in with the children. (**Free & Reduced DO NOT GET FREE & REDUCED SNACK MILK**)

## SCHOOL MEAL CHARGING AND PAYMENT

The Lincoln-Woodstock School District believes that no child can learn while hungry. Therefore in order to support the success of our schools, any student that is hungry and wants to eat, either breakfast or lunch, will be fed a complete, reimbursable meal, regardless of the balance of their student account. No student will be turned away, no meals will be taken away at the point of service and no student will be given an alternative meal as a result of no funds to purchase a meal.

All complete, reimbursable meals will be charged to the student account at the appropriate meal costs (Reduced Price or Paid). As an Offer versus Serve (OVS) School, our definition of a complete, reimbursable meal includes the following food components: Meat/Meat Alternate, Grain, Fruit, Vegetable, Milk. The student must take at least 3 food components, with one of the selections being either a Fruit or a Vegetable.

A la carte food items or incomplete, non-reimbursable meals will not be allowed to be purchased if a student has a negative account balance.

Schools may not do the following (reference United States Department of Agriculture, Food and Nutrition, Instruction 765-7, Revision 2):

- Deny meals to free students regardless of any other charges at the school;
- Deny meals to any student for disciplinary reasons;

Payment to the students' food service accounts may be made by cash or check to the Food Service Director or at the Point of Service (register).

It is the responsibility of each household to maintain a positive balance in their student's food service account. When the student account balance goes below \$0.00, the Building Administrator or designee will contact the household by email or letter. The Food Services Director shall also attempt to contact the household by telephone to establish a payment arrangement prior to small claims. All attempts to collect outstanding funds will be documented and collected through small claims court at the expense of the child's parents/legal guardians.

Any processing fees incurred for returned checks will be charged to the student's food service account for payment by the household.

If a student leaves the district, for any reason, their food service account will be reimbursed to the household in full.

Legal References:

A Provision of the Healthy, Hunger-Free Kids Act of 2010, USDA

## Care of School Property

Proper care of school property helps keep maintenance costs (and hence local property taxes) down. School equipment (furniture, lockers, books) is for the student's USE not abuse. A student is not to mark school furniture, walls, or equipment with pen, pencil, or any other instrument. Because considerable care and much expense have gone into the beautification of school grounds, each student is expected to use the sidewalks on school grounds. Anyone who destroys or damages school property will be required to pay for the loss or damage and may be suspended or expelled from school. Report cards, transcripts and/or diploma will be withheld by the school until all financial accounts are settled in full.

## Cell Phones/Personal Devices

**Students may not use their cell phones to call home if they are ill. (If a student is ill, they must see the school nurse before being dismissed.)** *In the case of an emergency, students may come to the office to use their cell phone with permission. Refer to policy below.*

## Grade 6-12 Responsible Use Agreement for Personal Electronic Devices

Personal electronic devices may be used by students during the school day as outlined in the terms below:

- In the multi-purpose room before school, during break, during lunch; in the gymnasium before school, and during high school break. Phones used in these areas must be set to silent at all times and voice calls can only be made and/or received in the office and with permission.
- Use of personal electronic devices is not allowed in hallways during transition between 7:00 a.m. and 2:30 p.m.
- Personal electronic devices will be placed in a designated holding area at the beginning of class.
- Electronic device can be used with permission and under supervision by a teacher for educational purposes.
- The District's personal electronic device rules will be posted in the classrooms.

What happens if I violate this agreement and I'm not a responsible digital citizen?

Students who violate this agreement will be subject to these consequences:

- 1st offense: Parent will be notified and student's device will be left in the office. Student may pick up device at the end of the day.
- 2nd offense: Parent will be notified and student will leave device in office each morning and pick up device at the end of each school day for 3 consecutive days. Conduct points will be assigned for 2nd and any subsequent offenses.
- 3rd and subsequent offense: Parent will be notified and will be handled administratively.

I have access to the Internet, school networks, and electronic devices so I can:

- Expand my learning;
- Research topics for class projects or for my personal learning;
- Create products highlighting my learning;
- Learn how to be a responsible and productive digital citizen.



# Handbook

Here are some things I need to know:

- Electronic devices include but are not limited to computers, netbooks, iPads, iPods, tablets, cell phones, cameras, and other electronic devices that allow me to create and communicate.
- I am responsible for all my online activities.
- I am responsible for obeying all laws, including copyright. This also means I may not use the District logo or other District-owned content on my personal posts.
- I do not have the right of privacy when accessing the Internet or network while at school.
- Communicating electronically includes using my camera and cell phone to communicate visually.
- When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- I do not have an absolute right to take, publish/post photographs or videos of others at school, as it may impact their individual rights of privacy.
- Bullying as a form of harassing someone either in person or electronically is wrong, violates the Code of Student Conduct, and is against the law.
- Information I find on the Internet is not necessarily true or accurate.
- There are filters to prevent access to inappropriate information, but no filter is perfect. I must protect myself by knowing how to close a window or click on the back button.

Here's what I agree to do as a responsible and productive digital citizen:

- I will follow all school rules and laws when using electronic devices at school.
- I will not damage equipment, upload harmful files, damage files, delete files, or access someone else's files because it impacts others.
- I will keep my password to myself and will not share it with others.
- I will not search for or try to access obscene, harmful, or inappropriate material.
- If I accidentally access inappropriate materials, I will close the window and tell a responsible adult.
- I will not post or send hurtful, offensive or inappropriate material.
- I will behave honestly, fairly, and with integrity when posting online, including my social networks.
- I will follow rules of network etiquette, and I will be polite when communicating with others electronically. I will not use bad language or access messages from others who use bad language.
- I will not post or share pictures of others without their knowledge and approval.
- I will stay safe and will never meet or give out personal information such as my name, phone number, or address to someone I meet on the Internet without the express permission of my parents.
- I will discuss my online activities with my parents so they understand how I am learning to be a good digital citizen.
- Administrators and/or designee have the right to access whatever I do online while in school if they are concerned about my safety or the safety of others.
- I will not use others' work without permission or without citing their work according to copyright laws.

# Handbook

- If I'm not sure how to do something or whether something is okay to access or do, I will ask a responsible adult.

_____ Student Signature	_____ Print Name	_____ Date
_____ Parent Signature	_____ Print Name	_____ Date

Failure to sign this agreement does not relieve me from complying with the guidelines.

## **Change of Address/Phone Number and E-mail Addresses**

Students and parents/guardians, of K-12 students, are reminded that they MUST notify the Middle/High school office of any changes in resident address (INCLUDES a move from Lincoln to Woodstock or vice-versa as we must report it to the state for town of fiscal responsibility – State Funding). We also encourage you to contact us with any change in mailing address, phone numbers, E-mail address, emergency contact people, name changes, etc. as soon as they occur.

## **Computers**

Students may only use non defective USB drives in school systems. Students are not to use other external media sources.

Students are not allowed to have drinks or food while working on or around the computers. Failure to comply will result in disciplinary action. The computers at Lin-Wood are not for personal use. They are only available for educational research and reports. Personalizing and installing programs other than what is installed by the district is forbidden. Playing games that are not educational or any online games not approved by the technology coordinator are not allowed.

Access to computers can be revoked by the administration or technology coordinator at any time if there is evidence of inappropriate usage. Students/parents are financially responsible for damage or misuse of computers at school or laptops that are taken home. (See Policy GBEF-R)

## **Dress Code for Students**

### **Student Dress Code Policy**

The Lincoln Woodstock Cooperative School District respects the right of individual freedom in regard to clothing and personal appearance. However, considering the nature of a public school environment that needs to be safe, respectful, and educationally focused, students need to dress appropriately. Appropriate school dress demonstrates respect for oneself, classmates, and faculty and preparation for life outside of school. Clean and tasteful grooming nourishes a sense of pride in self, the school, and in the learning process. By keeping to the spirit of the dress code, students display maturity and dignity. These rules are not comprehensive and the administration will have the discretion to state what is and is not appropriate should an issue arise.

Unacceptable, distracting clothing includes, but may not be limited to:

1. Any item or design which promotes unsafe, illegal or violent behaviors, is degrading or offensive to a specific race, ethnic group, or gender
2. Sexual references or language
3. Head coverings, bandanas, sweatshirt hoods, hats in school
4. Sunglasses
5. Tops must not expose large areas of the upper body (backs, chests, torso, midriffs) other than the arms. Exposure of cleavage is not permitted. Accordingly, muscle shirts, tube tops, strapless shirts, backless shirts, halter tops, spaghetti straps, or one-shoulder tops are not permitted.
6. Fabrics that are see-through or transparent must have an appropriate undergarment underneath as stated above
7. Low riding pants that expose the waist/mid section or undergarments

8. Lingerie or pajamas (to include pajama type pants) worn as outer garments
9. Shorts and skirts must be below mid thigh
10. Tears, holes in clothing must be lower than mid-thigh
11. Body-con skirts are not allowed. Leggings, lycra or spandex, and tight yoga pants, if worn, must be covered by another garment that both the front and back extends below the buttocks.
12. Outside winter jackets, such as parkas and trench coats are not to be worn in the classroom. All of these items must be left in the student's locker.
13. Foot wear must be worn at all times.
14. All Kindergarten through 5th grade students must wear closed toe shoes. This is specific to these grades because of the safety issues on the playground.

Violations of the dress code will result in the following:

Student receives a warning and is given the opportunity to correct the violation. If the student cannot or will not correct the violation, the student shall be sent home or remain in in-school suspension and readmitted only when the matter is rectified.

### **Emergency Closing of School and/or Delayed Openings**

During inclement weather or other emergencies which threaten the health or safety of students or personnel, there may be a delay in opening the school by a specified amount of time or the schools may be dismissed early. An announcement shall be broadcast on Channel 9, as a no-school announcement. Parents/Guardians will be notified by a school-wide announcement via our Connect Ed-Network. *(Hence, **the importance of your contact numbers being up-to-date in our computer system.**)* In the case of a two-hour delay bus transportation will run two hours later than usual.

### **Entrance Age**

A student may enter grade one if his/her chronological age will be six on or before September 30th of the year of entering school.

A student may enter kindergarten if his/her chronological age will be five on or before September 30th of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

In-coming transfer students in grades 2-8, inclusive, will be initially placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

In-coming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six on or before December 31st of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

Legal Reference:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

### **Field Trips**

Transportation to all out-of-town school-sponsored events will be arranged by the school district. Parental permission forms must be completed for all events. Any student who is uncooperative in school may be denied participation in trips or be required to have direct parental supervision. Field trips, like class trips, are school-sponsored activities; therefore, rules that apply at school apply on the trips, except where specifically waived.

### **Fire Drill and Fire Alarm Procedure**

As prescribed by state law eight fire drills are conducted each academic year. Faculty and students should be thoroughly familiar with routes of egress from each room. These routes plus the procedures are posted in each classroom.

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## Foreign Exchange Students

This school is authorized under Federal Law to enroll nonimmigrant alien students.

## Gym and Stage Use

During the year a number of school organizations (such as Student Council for dances) use the gym and stage. Each organization is responsible for asking permission to use these facilities, and then each must return both or either to the condition in which it was found.

## Homework

### Middle School Homework

Students typically receive homework three to five nights a week in each subject. Homework should take 15-20 minutes per class depending on the assignment. In addition, students are expected to read independently 15 minutes per night. Assignments must be submitted on their due dates. Homework submitted a day late can only receive a maximum grade of 70%. There will be no credit given for homework that is more than one day late.



### High School Homework

In the high school, homework is given for a variety of reasons. Homework is designed to create reflective exercises, to complement class activities, to promote student responsibility, and to assess student understanding. Grading of homework is different from one high school teacher to another. It is the student's responsibility to be aware of each of teachers' assessment policy. The amount of homework assigned each day depends on the topic being covered, student ability level, and grade level. Typically, a student can expect between 15 – 45 minutes of homework in each class. The amount of work to be taken home frequently can be reduced by a wise use of class and study time. While not doing homework may not automatically fail students, it will have a direct impact on their overall performances. Good study habits are essential.

## Immunizations

New Hampshire state law requires all children to have a physical examination before entering school. Any information made available regarding allergies, physical disabilities, or other health concerns, would become part of the child's health record.

New Hampshire State Law, RSA 141-C:20 requires all students in New Hampshire to be immunized against chicken pox, DPT (diphtheria, pertussis, and tetanus), hepatitis B, MMR (measles, mumps, and rubella) and polio before enrollment in school. Prior to entrance into grade seven students are required to receive a booster vaccination for measles. (See policy JLCB-R)

## Insurance

Parents/Guardians may purchase school medical insurance for their children through a school-selected group insurance. Information concerning this insurance plan will be made available to students during the first week of school. It is strongly suggested that any student participating in extracurricular activities be covered by this policy, or by a family insurance. If a student is injured while under the supervision of a staff member, that staff member will file a report with the office.

## Lockers

Lin-Wood public School and the student maintain joint control over the locker assigned to him/her. The student is responsible to see that his/her locker is locked and in order at all times. A student is to use only his/her assigned locker. A locker cannot be changed without permission. A student should not tamper with another's locker or give his/her combination to another. Money and valuables should **NEVER** be stored in a locker; the school is **NOT** responsible for lost or stolen articles. In the event of reasonable suspicion of a violation, school officials have the right to inspect student lockers. Students have no "Expectation of Privacy" in regard to lockers and desks. It is recommended that each student use a combination lock issued by the office (\$5.00) for the school year. This lock may be returned to the office at the completion of school for a \$5.00 refund. (Each student's lock number and combination will be recorded.) (See Policy JICD-R)



## Lost and Found

The "Lost and Found" area is located in the multi-purpose room. Students and parents/guardians are encouraged to check this area for missing items on a regular basis. Remaining items will be donated to charity every school vacation week and at the close of school.

## Medication Policy

Whenever a student has health needs which require taking medication during the school day, it will be considered a program adjustment. Medication shall not be dispensed by school personnel except by the school nurse, or in his/her absence by a person designated by the nurse or building Principal.

- A. All prescribed medication must be brought to the health office in the original container properly labeled with the student's name, date of original prescription, name and strength of medication, and directions for taking by the student.
- B. Parents must sign permission to dispense medication.
- C. Physician's written orders shall be renewed each school year if long-term dosage or timetable is indicated.

Prescribed medication should not be taken during school days, if it is possible to achieve the medical regimen at home during other than school hours.

Non-prescribed medication should not be taken by students during the school day. No non-prescribed oral medication will be made available to students or staff members by school authorities. Physicians' written orders and the written authorization of parents or guardian shall be kept for three years by the school nurse. (See Policy JLCD-R)

## Moving/Leaving/Transferring from Lin-Wood Public School

Students must have the following completed before transferring.

Student Transfer Form

**Student's Name** \_\_\_\_\_

You must return all your books and school supplies to the appropriate teacher.

Please have this form signed by the teacher you have during those periods.



Period	Items/Responsibilities	Owed	Returned	Teacher Signature	Cost of Replacement
1					
2					
3					
4					
5					
6					
7					
Library					
Lunch Rm					
Uniforms					
Music					

Check out with the Guidance Office

\_\_\_\_\_  
Guidance Office Signature

Check out with the Principal

\_\_\_\_\_  
Principal's Signature

## Parent Teacher Conferences

Teachers are available for parent/guardian conferences during the school year by appointment. Parents/Guardians are encouraged to take advantage of this opportunity to discuss their child's progress.

## Pledge of Allegiance

**HB 1446** establishes the New Hampshire School Patriot Act, which requires that school districts authorize a period of time during the school day for the recitation of the pledge of allegiance. Pupil participation in the recitation of the pledge of allegiance shall be voluntary.

## Records

Students and their parents/guardians have access to their individual student records. Review of student records takes place by appointment with the guidance office. For additional details regarding the rights of students and their families with regard to "Student Records," please see Policy JRA.

## Retention

Whenever possible, parents/guardians of students in grades K-5 will be notified of retention by April 1st of each year. Parents/Guardians of students in grades 6-12 will receive a letter after the third marking period if there is a possibility of retention. If an 8th grade student fails 2 or more classes, the student will not be eligible to participate in Continuation. For 8th Grade Continuation – 2 specials will equal one year long class. Students in grades 6-8 who have failed classes and are assigned to the next grade must successfully complete Summer School. It is Board Policy that the professional staff will make the determination about retention and promotion.

## Sign In and Out

Students (or parents/guardians of elementary students) in any grade must sign out in the office any time they leave school at other than designated dismissal times. If students arrive at other than designated arrival times, students must sign in immediately upon their arrival to school.

## Skateboards and the Like

For safety purposes students' skateboards, roller blades, roller skates, scooters, pogo sticks and the like **are not allowed on school property** prior to 3:00 p.m.

## Telephone Calls and Use of

If a student is ill, they must see the school nurse before being dismissed. Emergency calls from outside to particular students in grades K-12 will be directly relayed to them. Students may be granted permission to use their cell phone in the office.



## Textbooks and Materials

When textbooks and non-consumable materials are issued at anytime during the school year, their condition will be noted by the teacher. If an item is lost or if it is returned in unacceptable condition, the student will be required to pay for the damage to it.

## Visitors/Parents/Guardians

All visitors/parents/guardians to either school building must report to its main office and sign-in to maintain a safe, secure school. Students will not be allowed to bring visitors to school during the regular school day.

## Programs and Organizations

### Adolescent Drug and Alcohol Prevention Tools, Inc (ADAPT)

ADAPT and its employee, the Youth Resource Coordinator, are located in the Lin-Wood Middle/High School building and offer services to all youth and their families in the towns of Lincoln, Woodstock, and Thornton. The primary goal of ADAPT is to prevent and reduce the use of alcohol and other drugs by providing youth with alternatives. The "alternatives" or services that ADAPT provides and coordinates include individual consultation, peer support groups, Peer Outreach Groups, recreational and community service activities, school-wide presentations on prevention resources to assist youth and their families in gaining knowledge about a variety of topics. Services are available and open to all community members, and volunteers are always welcomed to assist. The office telephone number for ADAPT is 745-2214 ext. 260.

## **Guidance Services**

Lin-Wood Public School has 2 full time guidance counselors. Together they implement a comprehensive guidance curriculum which focuses on assisting students with personal, social, career, and educational development.

## **Library/Media Services**

The Lin-Wood Public School has two libraries, a K-5 library and a 6-12 library, that offer over 10,000 books, magazines and audio-visual materials for student, staff, and parent use. In addition, the libraries have on-line subscriptions to several information databases providing access to hundreds of magazines, reference materials, and newspapers that can be accessed from school or home. Computers are available for student use in both libraries and laptop computers are available for students to borrow for overnight use.

The Middle/High School library hours are 7:15 a.m. - 4:00 p.m. daily (2:30 p.m. on Fridays.) The Elementary School library hours are 1:00 p.m. - 2:30 p.m. daily. Both libraries are alternately staffed by a certified Library Media Specialist and a library assistant.

## **National Honor Society Selection Criteria**

### **Osceola Chapter: Lin-Wood Public School**

1. A National Honor Society member who transfers from another school and who brings a letter from the former principal or chapter advisor to the Osceola Chapter advisor is accepted automatically as a member. Transfer students must meet Osceola chapter's standards within two quarters in order to retain membership.
2. National Honor Society selection occurs after January of each academic year.
3. National Honor Society selection is determined by a faculty council. The council consists of five voting faculty members appointed annually by the principal. The chapter advisor is an ex-officio non-voting sixth member of the faculty council.
4. To be eligible for membership the candidate must be a member of the junior or senior class.
5. To be eligible for membership the candidate must have been a student at Lin-Wood for at least one half of a school year.
6. To be eligible for membership the candidate must have a grade point average of 3.50. (Class of 2017 grade point average of 3.00) Scholastic eligibility is determined by the guidance counselor.
7. Students who are scholastically eligible will be notified by the chapter advisor and told that for further consideration for selection to the Osceola Chapter they must complete the Student Activity Information Form. Each of the areas of the form should include at least one entry.
8. Students who are scholastically eligible must be outstanding in the areas of character, leadership and service. The Faculty Council will consider the following items during their discussions. (Please note: This list is for consideration purposes only and will not be used as a checklist.)

## **Leadership:**

Leadership is highly important for membership selections. The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideas and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others

- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility
- Conducts business effectively and efficiently
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted

## **Service:**

The student who serves:

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school (e.g. Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor or disadvantaged)
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

## **Character:**

The National Honor Society supports and recommends the use of a multifaceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring and citizenship. The student of character:

- Takes criticism willingly and accepts recommendations graciously
  - Consistently exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, poise, stability)
  - Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - Demonstrates the highest standards of honesty and reliability
  - Regularly shows courtesy, concern and respect for others
  - Observes instructions and rules, is punctual and faithful both inside and outside of the classroom
  - Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others
  - Actively helps rid the school of bad influences or environment
9. Faculty members who teach students in grades 9-12 are given a faculty memorandum regarding National Honor Society Selection. The memorandum lists academically eligible candidates as well as character, leadership, and service criteria necessary for selection. Faculty members are invited to make comments on the overall eligibility of the various candidates on the Faculty Comment sheet.
  10. The Student Activity Information Form and the Faculty Comment sheets are reviewed by the Faculty Council. The Faculty Council discusses the eligibility of each candidate based on the leadership, service, and character criteria. Candidates receiving a majority vote of the Faculty Council will be inducted into the Osceola Chapter.
  11. Candidates will be notified in writing by chapter advisor as to whether or not they are selected for the National Honor Society.
  12. Candidates become members when they take the oath.
  13. A student who resigns or is dismissed from the National Honor Society will never again be eligible for membership or its benefits.



14. Honorary membership may be granted by the Faculty Council to adults who have extended outstanding service to Lin-Wood in keeping with the purposes of the National Honor Society.
15. The Faculty Council may also honor an outstanding student who has a handicap which prevents the student from fully meeting the requirements for membership.
16. Other students are not eligible for honorary membership, with the exception of foreign exchange students who are unable to meet the requirements in full, but who, in the opinion of the Faculty Council, deserve the honor.
17. Candidates who are not selected but who remain academically eligible may have the opportunity to complete a Student Activity Information Form at the next selection period.
18. The principal may ask the Faculty Council to reconvene if he/she believes that some kind of technical or procedural mistake has been made.

## **Parent Volunteers**

We welcome volunteers in our school. If anyone is interested, please stop by the SAU office and fill out all necessary paperwork. (See Policy IJOC-R, also ABA)

## **Service Projects**

An expanding component of Lin-Wood education is in students providing a service for others. The FBLA (Future Business Leaders of America) and the National Honor Society provide child-care during community/school meeting among other services. High School students provide tutoring and academic demonstrations for students in K-12. Other aides work in the kitchen and office. Students participate in studies of the rain forests of Central America and water quality in New Hampshire, providing information as a basis for action by New Hampshire residents. As opportunities for service arise, Lin-Wood students respond.

## **School Nurse Screenings etc.**

Screenings are completed according to the NH Department of Education recommendations. These include vision, hearing, height/weight, Body Mass Index, dental or oral exam and general health assessment and history information. A registered dental hygienist will be offering a free dental screening and fluoride varnish on all students in K-12. Dental cleanings and sealants are provided for eligible students with permission from parents. See permission form in first day packet. If you wish that your child be exempt from any screenings please notify the school nurse.

## **Student Council**

This is the essential student organization that was established "to create a greater sense of responsibility and cooperation among students, to unify all student organizations under our governing body, to be a channel of communication between the students and administration, and to promote the general welfare of the school." Through the Student Council students have formal access to the administration to promote student and school welfare.

## **Dance Policy-High School Student Council**

1. Only students in grades 9-12 will be admitted to the dance. Any guests (only one per Lin-Wood student) must also be students, grades 9-12, at other schools, or members of last year's graduating class (from Lin-Wood only). These guests must register in the office by 2:30 p.m. on the day of the dance. Juniors and seniors may bring as a guest any one person who is a non-student under 21 years of age with 24 hours advance request from the administration. Permission is given at the administration's discretion.
2. If a student comes to the dance having consumed any alcoholic beverages or drugs, the police will be contacted to ensure a pupil's safe transport home, and at the same time his/her parent/guardian is contacted. A strong aroma of alcohol or drugs on a person will be reason enough to contact the police and the parent/guardian.

3. Students must remain inside the building until they are ready to leave the school grounds. They may not go outside of the building and then come back into the dance. When a student leaves the dance, he/she must also leave the school grounds.
4. All school rules are in effect during all dances.
5. At each dance the time for door-closing will be one hour after opening and no one will be allowed to enter after that designated time, unless prior approval has been obtained from an administrator.

## **Student Eligibility**

Students in grades 6 through 8 may remain eligible for extracurricular activities with one failing grade with the exception that those 7th and 8th graders who play varsity or junior varsity sports must meet the eligibility requirements of students in grades 9-12 (see below).

## **Extracurricular Eligibility**

Students are considered eligible for sports, plays, clubs, and other activities such as graduation marshal, student council and jazz band when they meet the following criteria. Grade reports are defined as interims or report cards.

Students may not exceed one failing grade during a grade reporting period. A failure in successive grade reporting periods will result in the student being ineligible. Students may regain eligibility by passing all classes at the next grade reporting period.

Students who do not meet the NHIAA requirement of four passing units are ineligible. A unit of work reflects a course that meets the equivalent of five (5) times per week.

All changes in eligibility status go into effect the day following the issuance of report cards or interims.

## **Athletic/Extracurricular Rules**

1. Students are expected to be in school the day of AND the morning AFTER a game or activity. One exception for a tardy the day of and/or absence the day after a game or activity will be allowed per season provided the pupil is in school prior to the beginning of the second class period on the day of a scheduled event. (A doctor's note is requested for injured students.)
2. Use or possession of illegal substances (including tobacco products) on or off school grounds suspends a student's participation in that sport/extracurricular activity for 30 school days for a first offense, 45 days suspension for a second offense (which will run consecutively with the first offense), and termination in that sport/extracurricular activity for the school year for a third offense. (Offender(s) must participate in a drug awareness education program during the 30-day period following the first offense.)
3. Eligibility rules: NHIAA eligibility rules apply to transfer students for their 1st quarter at Lin-Wood. Thereafter, Lin-Wood standards are applied.
4. All students participating in activities in grades 6-12 must purchase an Activities Association (AA) card (\$5.00). (This card can be used as admission to the home varsity basketball games.)  
All students participating in JV and varsity athletics need to have a record of a physical on file and furnish proof of accident insurance coverage each year to the office.
5. All students participating in athletics in grades 6-12 need to have a record of a medical statement provided by a physician (within the meaning of NH RSA 329) certifying the student athlete has passed an annual pre-participation physical examination and furnish proof of accident insurance coverage each year to the office.
6. All Athletes must return from an away athletic sporting event on the bus or with a parent/guardian. If the athlete doesn't return on the team bus, parents/guardians must be at the game and give the coach a signed note stating that their child will ride

home with them. Any extenuating circumstances that would require deviation from this procedure must be approved by the principal and athletic director prior to departure from Lin-Wood to the scheduled event.

## **Athletic Code of Conduct**

1. All athletes shall abide by a code of ethics which will earn them the respect and honor that participation and competition in the interscholastic program affords.
2. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated.
3. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, or violation of the law will not be tolerated.

## **Penalties for Violation**

Due to the serious nature of this rule, the coach involved, the athletic director, and the principal shall meet and determine the penalty according to the degree of the infraction.

## **NHIAA Academic Eligibility Requirements**

The primary purpose of high schools is to academically prepare students for productive contributions in their future lives. Interscholastic activity programs are an extension of the classroom, and academic standards help ensure the balance between participation in the activity and appropriate academic performance. In addition, interscholastic activity programs assist in the educational development of all participants. Academic standards also promote the objective of graduation from the institution and that student participants are truly representing their academic institution. Overall, academic standards promote educational standards, underscore the education values of participating in activities, encourage appropriate academic performance and allow the use of interscholastic participation as a motivator for classroom performance,

## **NHIAA Scholastic Standing**

No pupil who has failed to pass four (4) units of work \* during the school's previous grading period \*\* shall represent the school in any interscholastic contest. A minimum of four (4) units of work per grading period is required for participation in interscholastic athletics. School utilizing alternative scheduling formats like block scheduling or trimesters should calculate and equate their system to meet the intent of passing four (4) units of work in a traditional format (i.e. in a 4 x 4 block program the student would need to pass a minimum of two (2) subjects to meet the standard). Recognizing that schools are increasingly moving away from the Carnegie Unit / seat time hours for instruction and grading, it is expected that the school principal will follow the intent of the By-Law when certifying academic eligibility for student athletes. For example, a student could meet this requirement through a virtual school, off site real world learning, online classes, etc. as long as the school officially recognizes and certifies the activities to be academically legitimate and part of the school's educational program.

## **NHIAA Eligibility Definitions:**

1. Grading Period: Not less than six (6) weeks.
2. Previous Grading Period: Indicates the last prior grading quarter of the school year (not semester grades).
3. Passing Grade: As determined by the NHIAA individual member high schools.
4. Academic Make Ups: A student may regain eligibility by making up academic deficiencies, failures, or incompletes of the regular school year through academic/ credit recovery programs completed prior to the first date to play in a sport.
5. Incompletes: Incompletes are not to be considered passing grades for purposes of eligibility.
6. Special Education / 504: Students receiving specialized instruction or accommodations based upon IDEA or Section 504 may be declared academically eligible by their principal provided that all other eligibility requirements are met.

# Handbook

## **New Hampshire Interscholastic Athletic Association Code of Ethics for Spectators**

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
3. Conduct oneself in such a manner that attention is not drawn to an individual but to the participants playing the game.
4. Regulate one's actions at all times so that the individual will be a credit to the team supported, knowing that the school gets the praise or blame for the individual's conduct since/he she represents his/her school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting team and spectators as guests, being courteous and fair.
7. Avoid actions which will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor rights of visitors in a manner the individual would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard officials as guests and treat them as such.
16. Direct energy to encouraging home team rather than booing officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to try and be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

## **Winning is for a day: Sportsmanship and Ethics are for a Lifetime!**

### **NHIAA Code of Ethics for Secondary School Athletes**

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characteristic by generosity and genuine concern for others. An awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

In order to promote desirable behavior and enhance the overall quality of secondary school athletic programs for which the NHIAA has assumed responsibility, the following Code of Ethics is in effect:

It is the duty of all concerned with secondary school athletic programs to:

1. Cultivate an awareness that participation in high school athletics is part of the total educational experience.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on participants and spectators.
3. Develop an awareness and understanding of all rules and guidelines governing competition, both in letter and intent, and to comply with them in all activities.
4. Recognize that the purposes of athletics in school programs is to develop and promote the physical, mental, moral, social and emotional well-being of individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of a participant.

6. Avoid practices which force students to specialize or which restrict them from participating in a variety of athletics.
7. Refrain from making disparaging remarks to opponents, officials, coaches, or spectators in any aspect of school athletics.
8. Encourage the development of proper health habits and vigorously discourage the use of chemicals, including alcohol and tobacco.
9. Exemplify proper self-control at all times and accept adverse decisions without public display of emotion or dissatisfaction.
10. Encourage everyone to judge the true success of the athletic program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.
11. Treat opposing team members and officials respectfully and encourage behavior which will create positive relationships between schools.

## **Student Services**

### **Special Education**

The Lincoln-Woodstock Cooperative School District supports students with disabilities in our school community from ages 3-21 years. We ensure, under state and federal laws, that a student with an educational disability receives a "free appropriate public education" meaning they have access to specialized instruction, appropriate accommodations/modifications, related services, and is educated within the least restrictive environment with peers who do not have disabilities as outlined within an Individualized Education Plan (IEP).

### **Section 504 of the Rehabilitation Act of 1973 ("Section 504")**

Section 504 prohibits discrimination against students with disabilities that impact a major life activity. Under this Act, the Lincoln-Woodstock Cooperative School District has the responsibility to identify, evaluate, and if determined eligible under Section 504, provide access to a free appropriate public education. This includes the right to be educated with non-disabled peers to the maximum extent appropriate. It also includes the right to any accommodation and/or related aids or services necessary for a student with a disability to benefit from his/her educational program.

## **Board Operational Goals**

### **(Philosophy of Local Board Responsibility)**

Lincoln-Woodstock Cooperative School Board exemplifies American principles of representative democracy. Ultimately accountable to their publics, the School Board will act as community decision-making agency for our public school.

1. The School Board should function in a non-partisan, broadly representative, manner. Every member of the school board should represent the entire school district, and must let his or her consideration for the entire district take precedence over every form of partisanship and any special interest.
2. The School Board will adopt clearly defined written policies based on a thorough understanding of the educational process. In formulating the policies the board should consult individuals and groups affected by the policies, and properly delegate execution of those policies.
3. The School Board will conduct school district business in open session, except as otherwise provided by law, and endeavor by every possible means to keep the public informed.
4. The School Board should enlist citizen groups to assist and counsel them, making certain that three principles are followed: (a) citizen groups should be broadly representative; (b) recommendations should be based on research and facts, and (c) recommendations should be submitted to the school board who alone has the authority and responsibility to act upon them.
5. The School Board should seek to improve its own capabilities and procedures and will encourage training, research, and experimental efforts which offer the promise of improving school board capabilities and procedures.

Source: "Beliefs and Policies of the National School Boards Association" as adopted by the NSBA Delegate Assembly, 1973 and amended 1978.

## **Parental Objections to Specific Course Material**

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request or review in accordance with Board Policy KEC or IHAM.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

## **Legal References:**

RSA 186:11, IX-c & IX-e State Board of Education; Duties.

20 U.S.C §1232h, (c) (1) (C), Protection of pupil rights

## **Animals in the Classroom and on School Grounds**

The Board recognizes that under the proper conditions, animals can be an effective teaching aid.

Teachers must contact Administration prior to having animals in their classroom. Upon approval of animals, teachers must notify all parents of classroom students. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal.

At the Principal's discretion, permission to keep the animal may be denied.

1. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container, supervising human-animal contact, and handling fecal material in a sanitary manner.

2. No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
3. All fecal material must be cleaned from the cage of any mammal or bird on an as needed basis (at a minimum of one time per week), and appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks, and glasses or goggles. Cleaning should be performed by people older than 5 years and under the supervision of an adult. Ideally, cleaning should be performed when other children are not in the room.
4. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination. Animals are to be kept clean and free of intestinal parasites, fleas, ticks, mites and lice.
5. Wash hands after contact with animals, animal products, or their environment. Hand hygiene should be stressed, using verbal and written educational materials.
6. Certain animals pose additional risks and contact should not be permitted with young children.

It will be the responsibility of the teacher to provide a plan of care for classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

## **Unauthorized Animals on School Grounds**

Unauthorized animals are not allowed in school buildings or on school grounds during school hours and school functions. Service Animals must be on a leash, in control and waste must be picked up. The appropriate town official will be called and requested to impound all animals whose owners are not abiding this policy.

## **Legal References:**

National Association of State Public Health Veterinarians, Inc., Compendium of measures to Prevent Disease Associated with Animals in Public Settings, 2006.

[www.nasphv.org/documents/Compendia.html](http://www.nasphv.org/documents/Compendia.html)

## **Sexual Harassment and Sexual Violence**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.

The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.

### **SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has



the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

## II. REPRISAL

The School District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, threats, reprisal or harassment.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

## III. Protection of all Pupils (RSA 193-F: 4, II(c))

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school sponsored activity, regardless of whether or not such pupil or school-aged person is a student within the District.

## IV. Disciplinary Consequences for Violations of This Policy (RSA 193-F: 4, II (d))

The district reserves the right to impose disciplinary measures against any student who commits an act of sexual harassment, falsely accuses another student of sexual harassment, or who retaliates against any student or witness who provides information about an act of sexual harassment.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

## V. Distribution and Notice of This Policy (RSA 193-F: 4, II (e))

### Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may



determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

## Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of sexual harassment, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student sexual harassment training and education into the district's curriculum, but shall not be required to do so.

## Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report sexual harassment when it occurs;
2. Take advantage of opportunities to talk to their children about sexual harassment;
3. Inform the school immediately if they think their child is being sexually harassed or is sexually harassing other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

## Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the sexual harassment policy, discuss sexual harassment in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

## VI. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
5. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

## VII. Notifying Parents of Alleged Sexual Harassment (RSA 193-F: 4, II (h))

The Principal shall report to the parents of a student who has been reported as a victim of sexual harassment and/or to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

## VIII. Waiver of Notification Requirement (RSA 193-F: 4, II (I))

The Superintendent may, within a 48 hour time period, grant the District Officials a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

## IX. INVESTIGATION AND RECOMMENDATION

The Superintendent, as the designated Human Rights Officer, will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

1. Upon receipt of a report of sexual harassment, the District Official shall, within 5 school days, initiate an investigation into the alleged act. If the District Official is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. If the alleged sexual harassment was in whole or in part cyber bullying, the District Official may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit from the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the District Official or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The District Official shall complete the investigation within 10 school days of receiving the initial report. If the District Official needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the District Official shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the sexual harassment and a written final report to the Superintendent.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation. Failure to share social media information is not grounds to dismiss case.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

## X. SCHOOL DISTRICT ACTION

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of sexual harassment or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of sexual harassment or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take

corrective action for documented systematic problems related to sexual harassment. Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including sexual harassment. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of sexual harassment.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or is in violation of other Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending student to engage in some remedial action.

#### XI. Communication With Parents Upon Completion of Investigation (RSA 193-F: 4, II (m))

1. Within two school days of completing an investigation, the District Official will notify the students involved in person of his/her findings and the result of the investigation.
2. The District Official will attempt to notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The District Official will also send a letter to the parents within 2 school days again notifying them of the results of the investigation.
3. If the parents request, the District Official shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

#### XII. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the District Official or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

### XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any student to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

### XIV. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all pertinent laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

### XV. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.

The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.

(see JBAA –R2)

### XVI. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

### Legal References:

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

NH Code of Administrative Rules, Section 306.04(a) (8), Student Harassment

NH Code of Administrative Rules, Section 306.04(a) (9), Sexual Harassment

Appendix: GBAA-R, BBA-R

## Code of Conduct for School-Sponsored Trips

Students will adhere to the standards of orderly conduct as stated in policy JGD/JGE. Students on any school-sponsored trip or activity must follow the code of behavior that can be found in the Parent/Student Handbook. This includes transportation to and from the trip/activity. It is expected that students will not engage in any of the following behaviors:

1. Abusive Language/Inappropriate Language/Profanity: Student will not swear, name call, or use words in an inappropriate way.
2. Alcohol: Student is prohibited from being in possession of or using alcohol.
3. Arson: Student will not plan and/or participate in malicious burning of property.
4. Bomb Threat/False Alarm: Student is prohibited from delivering a false message of possible explosive materials being on premises, and/or pending explosion.
5. Combustibles: Student will not be in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. matches, lighters, firecrackers, gasoline, lighter fluid, etc.).
6. Defiance/Disrespect/Insubordination/Non-compliance: Student will follow directions, will not talk back and/or participate in socially rude interactions.
7. Disruption: Student will not participate in behavior causing interruption to others or activity.
8. Fighting/Physical Aggression: Student will not participate in actions involving serious physical contact where injury may occur.
9. Forgery/Theft: Student is prohibited from being in possession of, having passed on, or being responsible for removing someone else's property or signing a person's name without that person's permission.
10. Harassment/Tease/Taunt/Bullying: Student will not deliver disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.
11. Lying/Cheating: Student will not deliver a message that is untrue and/or deliberately violates rules.
12. Other Drugs: Student is prohibited from being in possession of or using illegal drugs/substances or imitations.
13. Property Damage: Student will not deliberately impair the usefulness of property. (i.e. books, uniforms, etc.)
14. Tobacco: Student is prohibited from being in possession of or using tobacco.
15. Vandalism/Property Damage: Student will not participate in an activity that results in substantial destruction or disfigurement of property.
16. Weapons: Student will not be in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.

Disciplinary action will be taken upon return to school. If a student's behavior is deemed to be necessary to be removed from the activity, the adults in charge will determine when the student can return to the activity.

If a student's behavior is deemed to be necessary to be sent home by the adults in charge, the parents of the student will be responsible for any expenses incurred to return the student home.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

## Procedures for School-Sponsored Trips

School-sponsored trips must be approved by the School Board.

- Clear guidelines will be established for all staff and volunteers.
- Students will be supervised at all times.
- Parents and students will attend an orientation, which will include the itinerary, procedures, and any payment schedule if applicable.
- Each student will sign a code of conduct form authorizing trip supervisors to exclude the student from a scheduled activity or send the student home.
- Each student and parent will sign a warning and consent form.
- Volunteers will be subject to a background investigation/criminal records check.

### I. Must have School Board Approval

#### II. The following forms must be signed:

- A. Acknowledgement of Warning and Consent Agreement (Parents, Students)
- B. Volunteer Service Statement and Agreement (Chaperones)
- C. Volunteer Appointment - Criminal Check (All Volunteers/Chaperones)
- D. Code of Conduct (Students, Parents, Volunteers)
- E. Forms for prescription & non-prescription medicine (Parents)

#### III. Parents/Students

- A. Attend orientation meeting including Itinerary, procedures, and payments.
- B. Present evidence of Medical/Accident Insurance or purchase Student Accident Insurance.
- C. Medical Emergency Forms updated and available to trip supervisors.
- D. Sign a Code of Conduct Form authorizing trip supervisors to exclude student from scheduled activity or send student home.

#### IV. Trip Supervisors

- A. Know costs and fees of trip.
- B. Know the cancellation policy of Tour Company (for group or individual) if plans change or money is not made in a timely fashion.
- C. All monies raised should be placed into the Student Activity Account by the faculty class advisor identifying the appropriate class.
- D. If using a Tour Operator please check on the following:
  - 1. Make sure reputable, check references
  - 2. Cancellation insurance
  - 3. Repatriation coverage
  - 4. Role of tour operator on the trip
  - 5. Tour interruptions and emergency care

#### Foreign Travel:

- 1. Arrange for Overseas Insurance with coordination of care and evacuation benefits. Everyone should check current insurance and secure supplemental coverage.
- 2. Authorization to secure medical treatment including chaperones.
- 3. Check U.S. Dept. of State list of prohibited destinations.
- 4. Research Dept. of State Centers for Disease Control warnings for security and health conditions including crime.
- 5. Determine documents necessary for travel, keeping in a safe place.
- 6. Cultural orientation for everyone on the trip.
- 7. Local briefing at destination, establish ground rules.
- 8. Have sufficient supplies of prescription medicine, with class advisors keeping control of them.

9. Parental signature required for use of any prescription or non-prescription medicines.
10. Keep to Itinerary.
11. Be alert at all times.

## **Students Rights and Responsibilities**

The privileges and rights of all students shall be guaranteed without regard to age, race, color, religion, country of origin, marital status, and sex.

### **Student Rights**

1. All students have the right to receive an education.
2. All students have the right to attend school in the district in which they reside or as assigned by the school board.
3. All students have the right to expect that the school will be a safe and healthful place to gain an education.
4. All students have the right to be informed of the school rules and procedures by which the school is governed.
5. All students in matters of discipline are entitled to treatment that is fair, consistent, and appropriate to the action or the offense.
6. All students have the right of due process in disciplinary matters resulting in suspension from school.
7. All students shall have the right to peaceably and responsibly advocate change of any law, policy, or regulation.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.



## Student Responsibilities

1. All students have the responsibility to attend school daily and to be punctual in reporting to school classes.
2. All students have the responsibility to assist the school staff in running a safe and healthful school.
3. All students have the responsibility to apply themselves to their school work, complete assignments on time, respect school property, conduct themselves properly, and to be willing to work for self-improvement.
4. All students have the responsibility to be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them.
5. All students have the responsibility to dress and appear in the manner that is both neat and clean, and which does not create a distracting hazard to himself/herself or to others.
6. All students are responsible to exercise their rights of due process and to pursue their grievances according to the orderly process established by the school for those purposes.
7. All students exercising their rights to freedom of expression through speech, assembly, petition and other lawful means must not interfere with the rights of others. Freedom of expression may not be utilized to present material which is obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

## Student Complaints and Grievances

Any student who has a complaint or grievance shall have the right to discuss it with faculty members in an informal and private conference. If this conference does not resolve the problem, the student has the right to discuss the matter with the principal. If the problem is not resolved, the student has the right to discuss the matter with the superintendent or his/her designee. If the problem is not resolved, the student may request, in writing, a meeting with the School Board to discuss the problem.

## Student Conduct, Discipline, and Due Process

### Safe School Zone

See also JI, JIA, JIC, JICC, JICD, JICK

Definitions:

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school, classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

## **Standards for Removal from Classroom and Detention**

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal may assign students to detention under the same standard.

## **Standards for In-School Suspension, Restriction of Activities, and Probation**

The building principal is authorized to issue in-school suspensions, restrictions of activities, or place a student on probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate or prohibited by law.

### **Process for Out-of-School Suspension:**

The power of suspension is authorized as follows:

1. The building principal is authorized to suspend a student for (10) school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The Principal shall consult with the Superintendent prior to issuing any suspension.
  - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13, I.
  - B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.
  - A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a "long-term suspension."
  - B. A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for a violation of the rule and the rule has been recorded in the official records of the School Board.
3. Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions ten (10) days or less will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions more than ten (10) days will adhere to the requirements of Ed 317.04(d)(2).

### **Process for Expulsion:**

1. Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for a violation of the rule and the rule has been recorded in the official records of the School Board.

2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details basis the basis for the request.

#### Legal References:

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA chapter 193-D

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy

NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

In re Keeling B., 162 N.H. 38, 27 A.3d 689 (2011)

See Appendix: JICD-R

#### **Memorandum of Understanding** for administering the Provisions of RSA 193-D

##### Safe School Zones

#### **1. General Principles**

The School Board and the Police Department agree to work in a cooperative effort to provide a safe and healthy school environment for students, staffs and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as, children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

#### **2. Definitions**

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

- "Safe School Zone" means an area inclusive to any school property or school buses.
- "School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- "School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit,

or any person providing, or performing continuing contract services for any public or private school, school districts, school department or school administrative unit.

- “School Property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- “School Purposes” means school-sponsored programs, including but not limited to educational or extra-curricular activities.

### 3. School/Police Liaisons

In order to facilitate prompt and clear communication of incidents School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal and/or designee at each school as that school’s Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school’s Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

### 4. Reportable Acts

#### A. School Reports to Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:
  - a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;
  - b. Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;
  - c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions.;
  - d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA’s 208, 644 and 159, on school property, or at school functions;
  - e. Arson under RSA 634:1 any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
  - f. Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;
  - g. Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;
  - h. Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the third grade or lower are generally not reported to the Police);
  - i. Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;
  - j. Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all if these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;

- k. Any sexual assault under RSA 632-A will be reported;
  - l. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property;
  - m. Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.
2. Discretionary Reporting Events are up to the Discretion of the Building Principal and/or designee.
- a. Refusal or neglect to conform to reasonable rules of the school or to clear, non-injurious directions given by staff member.
  - b. Simple assault incidents (which don't meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.
  - c. Theft, under RSA 637, of property under \$49.
  - d. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$49 or less of damage. This includes vandalism to school property.
- B. Police Department Reports to School
- 1. The following information shall be reported by the Police Department to the School Principal and/or designee:
    - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.
  - 2. The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:
    - a. The arrest and filing of a delinquency complaint against any student under the age of 17 years.
    - b. Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide; victimization of the student by a parent, caretaker or other individual.

## 5. Procedures for Reporting

A. It is agreed that every school employee who has witnessed, or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal and/or Designee. The Principal and/or designee shall then contact the Police Department by telephone and report the incident. The Principal and/or designee shall also provide the Police Department with a written report within 48 hours of the incident.

B. The report required shall include:

- 1. Identification of the act of theft, destruction, or violence that was alleged.
  - 2. The name and address of witnesses to the alleged act.
  - 3. The name and home address of any person suspected of committing the act.
- C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results a written police report.
- D. School Response
- 1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
    - a. Confront the student with the nature of the offense;
    - b. Take the student to the Principal and/or designee's office;
    - c. Retrieve and turn over any physical evidence to the Principal and/or designee.
  - 2. For Mandatory Reportable acts, the Principal and/or designee shall:
    - a. Notify the police and student's parent/guardian, and inform them of the nature of

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the incident;

b. Turn over any physical evidence seized and a written fact summary to the Police Department;

c. Initiate disciplinary action in accordance with Board policies.

3. For Discretionary Reportable Acts, the Principal and/or designee shall:

a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/ guardian;

b. Initiate disciplinary action in accordance with Board policies.

## E. Police Response

(1) The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal and/or designee to investigate the incident, or take any other appropriate action.

(2) During the investigation, the Police Officer may meet with the Principal and/or designee, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.

(3) If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.

(4) When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.

(5) To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.

## Student Publications

1. All publications shall explicitly state on the editorial page that the opinions expressed are not those of the school or school district.

2. Only publications that are published by persons attending the school or a member of the school district staff may be distributed on school premises unless permission is granted by the school administration 48 hours in advance.

3. All revenue raised from the sale of these publications must be used to meet publication expense or used to support other school activities.

4. Unacceptable items in student publications include: so-called "hate" literature which scurrilously attacks ethnic, religious and racial groups; other irresponsible items aimed at creating hostility and violence; materials denigrating specific individuals in or out of school; pornography, obscenity, and other similar materials not suitable for distribution in school.

5. Acceptable items are those not proscribed above, unless the principal should be convinced that the items would materially disrupt class work or involve disorder or invasion of the rights of others. Students denied approval by the principal may appeal to the Superintendent of Schools. Students denied approval by the Superintendent may appeal to the School Board.

6. Students who edit, publish and distribute unofficial school publications must assume full responsibility for the contents. Editorial freedom entails the same obligations as under the rules of responsible journalism and regulations of the Federal Communications Commission. These publications may not be distributed on school grounds unless permission is granted by the school administration 48 hours in advance.

## Gang Activity

It is the policy of the District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color,

arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

## **Hazing**

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This district does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

## **Legal Reference:**

*RSA 631:7, Student Hazing*

New Hampshire Code of Administrative Rules, Section Ed 306.04(a) (7), Student Hazing



## Student Substance Abuse

A student shall not possess, use, transmit, sell, give, manufacture, be in the presence of, or be under the influence of any unlawful drug on the school grounds or at any school-sponsored activity on or off school premises.

For the purpose of this policy, an unlawful drug is defined as alcohol, tobacco, abused or misused prescription drugs/commercial products (e.g. inhalants) (over-the-counter medication) illicit drugs, or any other illegal substance.

### Policy Statement:

This policy is based on the conviction that school should be a drug free environment. Effective identification of substance abuse problems begins with consistent consequences incurred for violations of the school's chemical use policy. Therefore, violations of the substance abuse policy incur simultaneous disciplinary action and referral to the student assistance program, emphasizing both our adherence to the code of conduct, the interscholastic athletic code, and our commitment to help troubled students.

Medications which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor will be kept in the nurse or Principal's office.

If drug use or possession is suspected, the following procedure will be followed:

- A. Upon establishing suspicion that a student is engaged in the use of drugs, the staff or faculty member is to notify the office and request that an administrator or school official come to the location immediately. The treatment of and transfer of the student from the classroom or other locale should be handled as tactfully as possible. Faculty, staff member, or school official initiating this process should follow up in a timely manner, listing/detailing the observed behaviors/indicators which aroused suspicion.
- B. Student is then escorted to the office for further evaluation.
- C. If the administrator determines that a search is needed, the search procedure should be handled as follows:
  1. **Personal Search:** The Principal or designee should secure from the student the known or suspected contraband. The search procedure should be conducted in accordance with School Board Policy KNAJ.
  2. **Lockers, Desks, etc.:** When there seems to be reasonable cause to believe that a locker or desk should be searched for contraband, the search should be conducted in accordance with School Board Policy KNAJ.
  3. **Automobiles:** When there seems to be reasonable cause to believe that an automobile should be searched for contraband, the search should be conducted in accordance with School Board Policy KNAJ.
- D. Student will be questioned by the Principal or his/her designee and one other staff member to determine admission or denial or guilt or involvement.
- E. School Resource Officer or other certified personnel will then assess the student for presence of substantial indicator or substance abuse. (This assessment may include a field sobriety test, HGNA, or other means.)
- F. Upon establishing support for original suspicions of substance use, the parent/guardian is contacted and notified of the offense.
- G. The student will participate in a short-term substance abuse educational program. Confirmation to the school will be needed within three days of the offense that the student will be entering the substance abuse program.
- H. The student will undergo an informal assessment which will be conducted by a staff assessment team which may consist of a representative of the Administration, a Guidance Counselor, and/or a substance abuse resource person.
- I. If deemed appropriate by the staff assessment team, the student may be required to undergo a formal assessment to be conducted by a psychologist or other person qualified to conduct such an assessment. (This will be at the expense of the parents/guardian).
- J. The student will participate in a program designed to respond to the individual student's problem/degree of substance abuse. Such a program may include a related educational, preventative program, counseling by a specialist, and/or therapy. Parents/guardians will



be financially responsible for such a program. The student and parents will also be made aware of the available support systems within the school and community.

- K. Any student found selling, possessing, distributing, or giving away unlawful substances will be turned over to police authorities immediately and suspended from school at once pending School Board action.
- L. The parent/guardian may, if they wish, have the students blood/urine tested (at the school's expense, if necessary) to confirm or refute suspected drug use. The school will receive a copy of any tests paid for by the school.

Upon confirmation of drug use through blood/urine testing OR upon refusal to submit to testing the student will be suspended for five days. Prior to returning to classes, a meeting with family, the student, and SAP (Student Assistance Person) will be arranged to determine the next steps.

The general criterion to be used by the Principal/Assistant Principal in administering these guidelines shall be in the best interests of the total school population and the maintenance of the educational environment for Lin-Wood Public School.

**Legal Reference:** RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

## **Dangerous Weapons on School Property**

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in RSA 159:24), electronic defense weapons (as defined in RSA 159:20), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles and school contracted transportation or at school-sponsored activities. Student violations of this policy will result in both school disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All students and parents will receive written notice of this policy at least once each year.

A copy of this policy will be furnished to each student and teacher in the School District.

## **Pupil Safety and Violence Prevention**

### **Policy Under RSA 193-F**

I. Definitions (RSA 193-F: 3, F: 2)

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
  - (a) Physically harms a student or damages the student's property;
  - (b) Causes emotional distress to a student;
  - (c) Interferes with a student's educational opportunities;
  - (d) Creates a hostile educational environment; or
  - (e) Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyber bullying. Cyber bullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyber bullying.
3. Victim is defined as a pupil against whom bullying or cyber bullying has been perpetrated.
4. Perpetrator is defined as a pupil that engages in bullying or cyber bullying.

5. Electronic Devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites, social media and apps.
6. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
7. School sponsored activity includes but is not limited to educational or extra-curricular activity.

Any reference in this policy to "parent" shall include parents or legal guardians.

## II. Statement Prohibiting Bullying or Cyber bullying of a Pupil (RSA 193-F: 4, II (a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyber bullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F: 4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

- (1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

## III. Statement prohibiting retaliation or false accusations (RSA 193-F: 4, II (b))

### False Reporting

A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences as determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.

### Reprisal or Retaliation

The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protected against possible retaliation.

## IV. Protection of all Pupils (RSA 193-F: 4, II(c))

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This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school sponsored activity, regardless of whether or not such pupil or school-aged person is a student within the District.

## V. Disciplinary Consequences For Violations of This Policy (RSA 193-F: 4, II (d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

## VI. Distribution and Notice of This Policy (RSA 193-F: 4, II (e))

### Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

### Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

### Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

### Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

## VII. Procedure for Reporting Bullying (RSA 193-F: 4, II (f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

### Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.

3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

#### VIII. Procedure for Internal Reporting Requirements (RSA 193-F: 4, II (g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be **completed** within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

#### IX. Notifying Parents of Alleged Bullying (RSA 193-F: 4, II (h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### X. Waiver of Notification Requirement (RSA 193-F: 4, II (i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

#### XI. Investigative Procedures (RSA 193-F: 4, II (j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyber bullying, the Principal may ask

students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.

4. A maximum of 10 school days shall be the limit from the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
  - Description of incident, including the nature of the behavior;
  - How often the conduct occurred;
  - Whether there were past incidents or past continuing patterns of behavior;
  - The characteristics of parties involved, (name, grade, age, etc.);
  - The identity and number of individuals who participated in bullying behavior;
  - Where the alleged incident(s) occurred;
  - Whether the conduct adversely affected the student's education or educational environment;
  - Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
  - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation. Failure to share social media information is not grounds to dismiss case.

## XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F: 4, II (k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges

- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

#### XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F: 4, II (I))

The Principal shall forward all substantiated reports of bullying to the Superintendent *upon* completion of the Principal's investigation.

#### XIV. Communication with Parents upon Completion of Investigation (RSA 193-F: 4, II (m))

1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will attempt to notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 2 school days again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

#### XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

### XVI. School Officials (RSA 193-F: 4, II (n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

### XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

### XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies **EEAA**, **EEAE** and **ECAP**.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy **JRA** shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

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## GRADE 6-12 RESPONSIBLE USE AGREEMENT FOR PERSONAL ELECTRONIC DEVICES

Personal electronic devices may be used by High School students during the school day as outlined in the terms below:

- In the multi-purpose room before school, during break, during lunch; in the gymnasium before school, and during high school break. Phones used in these areas must be set to silent at all times and voice calls can only be made and/or received in the office and with permission.
- Use of personal electronic devices is not allowed in hallways during transition between 7:00 a.m. and 2:30 p.m.
- Personal electronic devices will be placed in a designated holding area at the beginning of class.
- Electronic device can be used with permission and under supervision by a teacher for educational purposes.
- The District's personal electronic device rules will be posted in the classrooms.

**Middle School students are prohibited from using cell phones during the school day unless with permission and under direct supervision by a teacher for educational purposes.**

What happens if I violate this agreement and I'm not a responsible digital citizen? Students who violate this agreement will be subject to these consequences:

- 1st offense: Parent will be notified and student's device will be left in the office. Student may pick up device at the end of the day.
- 2nd offense: Parent will be notified and student will leave device in office each morning and pick up device at the end of each school day for 3 consecutive days. Conduct points will be assigned for 2nd and any subsequent offenses.
- 3rd and subsequent offense: Parent will be notified and will be handled administratively.

**I have access to the Internet, school networks, and electronic devices so I can:**

- Expand my learning;
- Research topics for class projects or for my personal learning;
- Create products highlighting my learning;
- Learn how to be a responsible and productive digital citizen.

**Here are some things I need to know:**

- Electronic devices include but are not limited to computers, netbooks, iPads, iPods, tablets, cell phones, cameras, and other electronic devices that allow me to create and communicate.
- I am responsible for all my online activities.
- I am responsible for obeying all laws, including copyright. This also means I may not use the District logo or other District-owned content on my personal posts.
- I do not have the right of privacy when accessing the Internet or network while at school.
- Communicating electronically includes using my camera and cell phone to communicate visually.



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- When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- I do not have an absolute right to take, publish/post photographs or videos of others at school, as it may impact their individual rights of privacy.
- Bullying as a form of harassing someone either in person or electronically is wrong, violates the Code of Student Conduct, and is against the law.
- Information I find on the Internet is not necessarily true or accurate.
- There are filters to prevent access to inappropriate information, but no filter is perfect. I must protect myself by knowing how to close a window or click on the back button.

### Here's what I agree to do as a responsible and productive digital citizen:

- I will follow all school rules and laws when using electronic devices at school.
- I will not damage equipment, upload harmful files, damage files, delete files, or access someone else's files because it impacts others.
- I will keep my password to myself and will not share it with others.
- I will not search for or try to access obscene, harmful, or inappropriate material.
- If I accidentally access inappropriate materials, I will close the window and tell a responsible adult.
- I will not post or send hurtful, offensive or inappropriate material.
- I will behave honestly, fairly, and with integrity when posting online, including my social networks.
- I will follow rules of network etiquette, and I will be polite when communicating with others electronically. I will not use bad language or access messages from others who use bad language.
- I will not post or share pictures of others without their knowledge and approval.
- I will stay safe and will never meet or give out personal information such as my name, phone number, or address to someone I meet on the Internet without the express permission of my parents.
- I will discuss my online activities with my parents so they understand how I am learning to be a good digital citizen.
- Administrators and/or designee have the right to access whatever I do online while in school if they are concerned about my safety or the safety of others.
- I will not use others' work without permission or without citing their work according to copyright laws.
- If I'm not sure how to do something or whether something is okay to access or do, I will ask a responsible adult.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please confirm text placement.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Failure to sign this agreement does not relieve me from complying with the guidelines.**

## **School District Internet Access for Students**

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

### **Legal References:**

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Appendix: JICL-R

## **Acceptable Internet use Procedures-Students**

### **Purpose**

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

### **Definition**

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

### **The School District Services**

The Lincoln-Woodstock Cooperative School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

## Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

## Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take Legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.
12. Uses an account not their own.

## School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.

5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

## **School District Internet Code of Conduct**

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

## **School District Internet Access Release Form**

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: \_\_\_\_\_

Home phone: \_\_\_\_\_

School of Attendance: \_\_\_\_\_

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in this document.

Signature of User/Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Building Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Searches and their Property

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the Principal prior to initiating a search, except in emergency situations.

### Establishing reasonable grounds

The following review of the basis for search should occur before conducting a search:

- A. Identify 1) the student's suspicious conduct, behavior, or activity; 2) the source of the information; and 3) the reliability of the source of information.
- B. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
- C. Is the student likely to possess or have concealed any item, material or substance which is itself prohibited or which would be evidence of a violation of the law or school rule?

### Conducting the search

If the Principal, or his/her designee determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

- A. If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
- B. If evidence of violation of a school rule is suspected, and if that is confirmed by the search, the matter will be handled solely as a student discipline action. The Principal or designee will proceed to search by asking the student to remove all items from pocket(s), purse(s), handbags, backpacks, gym bags, etc.
- C. If the student refused to cooperate in a personal search, the student should be held until the student's parents or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the Principal may conduct the search without the student's consent.

### Lockers, desks, etc.:

Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

A student's locker, desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the Principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building Principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstance.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the district's ownership of lockers and the minimal expectation of privacy students have in the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker which may conceal contraband, the container may be searched according to the district's procedures governing searches of students and their property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item within which contraband material may be concealed.

## **K-12 Student Fundraising Policy**

The Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Fundraising Committee. (The Committee shall consist of Administration, Faculty, Student and Board Representation.) Fundraising projects should be conducted so that they do not interfere with educational goals and objectives and/or community standards.

fund-rais-er

1. One, such as a person or an organization that raises funds.
2. A social function or activity, such as a raffle or musical concert, held for raising funds.
  1. The Fundraising Committee shall review every fundraising project. Seniors will have priority in the event of a conflict of timing or project choice.
  2. Student clubs, programs and organizations will be allowed five fundraisers per year, provided that by June 30th they have provided the Fundraising Committee with their plans.
  3. Classes will submit plans for any fund- raising event that will take place prior to November 1st to the Fundraising Committee by June 1st. The committee will meet one more time before school ends to approve the events.
  4. Classes have a deadline of November 1st to submit plans for a set number of fundraising events that will take place throughout the year. The number of allowed fundraisers for each class are as follows:

Freshmen	Two Fundraisers
Sophomores	Three Fundraisers
Juniors	Three Fundraisers
Seniors	Two Fundraisers
5. Concessions, Breakfasts and Homecoming will not count towards your fundraiser allotment.
6. In cases such as new advisors, weather cancellations, school-wide events, and/or unexpected or emergency situations, an appeal for a new/unscheduled fundraiser may be made to the fundraising committee.
7. The elementary school and middle school will be allowed one fundraiser per year as a building fundraiser, the proceeds of which are to be used to benefit their respective building.

8. Raffles may be used only by Senior, Junior and Sophomore classes and will count as one of their fundraising projects. However, the following criteria would have to be followed.
  - A. Seniors                      1 raffle - given first choice  
     Juniors                      1 raffle - given second choice  
     Sophomores                1 raffle - given third choice
  - B. No raffle prizes should total over \$1,000.00 in value unless prior permission is granted by the School Board.
  - C. An exact date must be set for the beginning and the ending of the raffle (Raffles will not last longer than two months to give others an opportunity to have one).
9. Please remember that there are activities that are traditionally sponsored by clubs, programs, organizations, and classes on a yearly basis. The Fundraising Committee can provide this list (i.e. FBLA-Candy Grams, Student Council dances) and as a courtesy this tradition should be continued in the spirit of cooperation.
10. To grandfather the class of 2016, and 2017 from item #4 of this policy. Class of 2018 will be granted one additional fundraiser in their junior year.

## Senior Class Trip

The Senior class trip, which is funded through money raising projects, is a privilege which represents the culmination of four years of student participation toward a common goal.

The Board expects trips involving social, cultural, and educational experiences, which might otherwise be unavailable to our students.

Students should begin to plan during the freshman year as a goal to be attained as seniors. Class members, their parents, and the class advisors as a representative of the school, should be involved in the planning stages.

You do not need to have a fundraiser each year.

Class trips are financed through fund raising events based upon the following schedule:

### Fundraisers

Freshmen	Two Fund Raisers
Sophomores	Three Fund Raisers
Juniors	Three Fund Raisers
Seniors	Two Fund Raisers

You must fulfill the Community Service Activities Schedule each year in order to go on a class trip. By the senior year, overall participation in community service must include at least 51% of the class per community service activity. The class advisors will present the Community Service Activities to the Administration for approval.

### Community Service Activities

Freshman	Two Activities
Sophomores	Two Activities
Juniors	Two Activities
Seniors	Two Activities (must have a total of 8 by the end of senior year)

The following requirements must be met prior to the final approval by the Board of any class trip involving an overnight and/or long distance travel:

1. All Senior class trips will be scheduled to take place during non-school days.
2. Up to three options, one to be selected, for their senior trip must be presented to the Board at the first meeting in March of their junior year. Seniors will have all fund raising for their class trip completed by November 15th of their senior year.
3. Plans for consideration of a class trip must be submitted to the Board no later than 1st Board meeting in September of their senior year in question. The outline shall include:

- a) Positive educational benefits to be derived.
  - b) List of chaperones for Board approval.
  - c) Preliminary itinerary of activities to be scheduled.
  - d) Policy JJE applies to all class trips.
4. A proposed itinerary must be submitted for approval by November 1st with no expenditures made prior to Board approval. Proposed itinerary shall include budgetary breakdown including all costs and an update of class fundraising and account balance.
  5. Travel expenses for all chaperones will be paid out of class funds. Ratio of student to chaperones are as follows:  
High School day trips - 10:1  
High School overnight trips - 7:1
  6. Any trip greater than 2 nights/3 days will require the use of a travel agency or travel group. There are many transportation/travel agencies that deal with senior class trips.
  7. All travel must be within the continental U.S.
  8. Every student's needs should be supported through class funds. Consideration for additional chaperones will be taken based on individual needs.

All requirements must be met before final approval is given. The Board will refuse permission for a class trip that has failed to meet the above requirements.

Each class is required to submit a written report to the Principal or listed designee by June 1st of each year. The report will outline the following:

1. Fund raising projects held during the year.
2. Community involvement projects.
3. Extent to which student involvement was encouraged and the total number of class participants.

A brief critique of the success of the projects undertaken and suggestions for their improvement will be included in the report.

## **Immunization of Students**

Any child being admitted to the School District for the first time must have the following immunizations prior to entrance in accordance with RSA 200:38.

Any child being admitted to the School District must meet the immunization requirements set by the State. The school will maintain an immunization record for the student enrolled, this record shall include the date of each immunization and shall be separated from the child's other medical and education records for the purpose of immunization record audit.

Principals or designated person will notify parents/guardians upon registration or before so plans can be made to achieve these requirements.

For the child to receive an exemption of immunization for medical reasons, the parent/legal guardian must acquire written documentation from a licensed physician or authorized health care provider that certifies that immunization will be detrimental to his/her health. A child may be excused from immunization for religious reasons, upon the signing of the State of NH Certificate of Religious Exemption Form (JLCB-R) this must be completed, notarized and submitted to the school administrator or school health official.

During or in the event of an outbreak, a student who has been exempted from immunization requirements will be excluded from school for a period of time if the student is considered to be at risk for the disease that they have not been immunized against. The period of time excluded from school is decided after consultation with the NH Dept. of Health & Human Services.

## **Legal References:**

- RSA141-C:20-a, Immunization
- RSA 141-C:20-c, Exemptions



RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.01, Immunization Program

## **Administering Medicine for Students**

Whenever a student has health needs which require taking medication during the school day, it will be considered a program adjustment. Medication shall not be dispensed by school personnel except by the school nurse, or in his/her absence by a person designated by the nurse or building principal. In accordance with NH Code of Administrative Rules Section Ed.311.02 (d), any pupil in grades one through eight must be assisted by such persons and the medication, therefore, shall be in the custody of such persons. Lin-Wood School District has Kindergarten students who will be assisted as well by such persons and the medication, therefore, shall be in the custody of such persons.

A pupil may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications, if authorized in writing by both the student's physician and parent/legal guardian. In addition to filling out the written authorization form, the parent or guardian must also provide written proof of the diagnosis, and verification that the student has the knowledge and skills to safely possess and use the medication in a school setting.

- A. All prescribed medication must be brought to the health office in the original container properly labeled with the student's name, date of original prescription, name and strength of medication, and directions for taking by the student.
- B. Parents must sign permission to dispense medication.
- C. Physician's written orders shall be renewed each school year if long-term dosage or timetable is indicated.
- D. Medication is to be kept in a locked cabinet.
- E. No more than a 30 day supply kept and maintained by the school

Prescribed medication should not be taken during school days, if it is possible to achieve the medical regimen at home during other than school hours.

Students shall not share any prescription or over-the-counter medication with another student. Each year the District shall notify student in writing of this prohibition and that violations shall result in appropriate disciplinary action, including, but not limited to suspension or expulsion.

Physicians' written orders and the written authorization of parents or guardian shall be kept for three years by the school nurse.

A plan for recording medication administered to students will be established. Student health records will be kept and conform to GBJA and the Health Insurance Portability and Accountability Act.

### **Legal References:**

- RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
- RSA 200:43, Use of Epinephrine Auto-Injector
- RSA 200:44, Availability of Epinephrine Auto-Injector
- RSA 200:45, Pupil Use of Epinephrine Auto-Injectors - Immunity
- RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
- RSA 200:47, Use of Asthma Medications by Pupils - Immunity
- N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
- N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day
- Appendix JLCD-R

## **Exclusion of Students from School for Illness**

A student may be excluded from the classroom when he/she exhibits symptoms of a contagious, communicable illness or any of the following:

- A temperature of 100.5 orally
- Uncontrolled diarrhea
- Vomiting 2 or more episodes in a 24 hour period
- Rash with fever

- Symptoms and signs of illness i.e. uncontrolled coughing, persistent crying, difficulty breathing, wheezing or lethargic

The school nurse is responsible for determining whether a student should be excluded from school for such an illness. Parents will be notified if their child is excluded from school for such an illness and provided with criteria for readmission.

#### **Legal References:**

*RSA 200:39, Exclusion from School*

First Reading: May 8, 2007

Second Reading: May 22, 2007

Adopted: May 22, 2007

First Reading: August 11, 2009

Second Reading: August 25, 2009

Revised: August 25, 2009

#### **Student Wellness Policy**

The Board believes that students who learn and practice healthy lifestyles may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk to obesity, diabetes and other chronic diseases.

A Wellness Advisory Committee will be established with the purpose of assessing the nutrition and physical activity environment throughout grades K-12 and make annual recommendations to the Board for a comprehensive wellness program. The committee shall consist of representation from parents, students, the school's food service program, the School Board, administration, and the public.

As part of the program, students will be given opportunities to gain knowledge, skills, behavior and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of nutritional education and physical activity across the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. All food and beverages available on the school campus contribute toward eating patterns that are consistent with the Dietary Guidelines for Americans. The school will offer food choices that are nutrient dense per calorie, have low fat and low sugar content, are of a moderate portion size, and including whole grains, a variety of fruits and vegetables, and low fat dairy products. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals. The USDA nutrition guidelines apply to the school lunch and breakfast programs, and reimbursable food programs.

Free and Reduced Meals: Eligibility for and distribution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.

#### **Legal References:**

RSA 189:11-a, Food and Nutrition Programs

NH Code of Administrative Rules, Section ED. 303.01(g), Substantive Duties of School Boards Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004

#### **Access to Student Records-FERPA**

##### **A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/legal guardians or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents/ legal guardians or eligible students may ask the School to amend a record that they believe is inaccurate or

misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); or persons serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, educational provider or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of schools in which a student seeks or intends to enroll where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **B. NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- a. Programs showing your student's role in an event;
- b. A yearbook;
- c. Honor roll or other recognition lists;
- d. Graduation programs; and
- e. Sports activity sheets that may show weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

In addition, federal law requires local educational agencies (LEAs) or School Districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/legal guardians or eligible student have advised the LEA or School District that they do not want their student's information is closed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the School District in writing by September 30, otherwise the School District will be authorized to disclose directory information. The School District has designated the following information as directory information:

- a. The student's name
- b. The student's class (i.e. first, seventh, twelfth, etc.)
- c. The student's extracurricular activities.
- d. The name of the school the student currently attends.
- e. Achievement awards and honors.
- f. Weight, height, and position on athletic teams.

## **C. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

FERPA affords parents/ legal guardians and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education(ED):
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents/ legal guardians; or
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents/ legal guardians to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents/ legal guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/ legal guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

The School District will also directly notify, such as through U.S. Mail or email, parents/ legal guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The

School District will make this notification to parents/ legal guardians and eligible students at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/ legal guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/ legal guardians and eligible students will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- b. Administration of any protected information survey not funded in whole or in part by ED.
- c. Any non-emergency, invasive physical examination or screening as described above.

Parents/ legal guardians or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **PROCEDURE TO INSPECT AND REVIEW RECORDS**

- A. Parents/guardians and eligible students wishing to inspect student records must file a written request to do so with the Principal. Such inspection shall take place during regular school hours or at reasonable times during vacation periods, but not during weekends or holidays.
- B. Single copies of appropriate records shall be made available in a reasonable length of time, but in no case more than 45 days after request has been made in writing to the building principals. The records may be inspected by the parents, guardians, and all students once they reach eighteen in the presence of the records manager or his/her designee.
- C. The school shall make a written record of the disclosure of all student information, except directory information, and such record will be kept in the student's file. This record of disclosure is also available for inspection by the parent or eligible student. A record of inspections will also be kept.
- D. In cases involving a third party request for records requiring consent for disclosure under law, the student over 18, parent or guardian shall sign a consent form furnished by the principal. Forms used will identify the records to which access is sought and will be placed in the student's file as a record of the request.
- E. Access will be refused or granted depending upon the propriety of the request and validity of the request and consent forms.
- F. If a request for access is refused, and the party who requested access objects to said refusal, said request will be referred to the Superintendent for a final ruling.
- G. The building principal shall be the custodian of all student records in their school.

## PROCEDURE TO AMEND RECORDS

- A. The parent(s), guardian(s) of a student under 18, or a student over 18, shall have an opportunity to identify in writing, addressed to the building principal, the record or records which they believe to be inaccurate, misleading, or otherwise in violation of the privacy rights, together with a statement of the reasons for the requested amendment of the record.
- B. A response by the building principal shall be made within fourteen (14) days indicating whether he/she finds the record to be inaccurate, misleading or otherwise in violation of the student's privacy rights and if so how the record will be corrected or deleted. The parent or eligible student will then be given five (5) days from receipt of the principal's decision to refer the request on to the Superintendent for a hearing.
- C. If requested, a hearing before the Superintendent or his/her designee who does not have a direct interest in the outcome of the hearing, shall be held within a reasonable period of time, but in no case more than forty-five (45) days after receipt of such a request by the superintendent of schools. The parent(s), guardian(s) or student 18 years or older, will have the right to be represented by counsel and to present evidence in support of his/her belief that the record should be amended. A written decision will be rendered within thirty (30) days stating the disposition of the challenge to the record and the reasons for the determination. Although the hearing may be informal in nature, the processes used shall ensure fairness and impartiality. The decision made shall be final and not subject to appeal.
- D. If as a result of the hearing the Superintendent or his/her designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, he/she shall inform the parent or the eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School District.

### Legal References:

- RSA 91-A:5, III, Exemptions, Pupil Records
- RSA 189:1-e, Directory Information
- 20 U.S.C. §1232g, Family Educational Rights and Privacy Act
- 34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

## Title I

### Parent/Guardian Involvement Policy

This policy is required only for districts receiving Title I funds. The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools. Pursuant to federal law, the District will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy. At the required annual meeting parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals. In addition to the required annual meeting, at least three additional meetings shall be held for parents of children participating in the Title I program. These meetings shall be used to:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve parents in the activities of the schools served.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs. The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

## Legal References:

20 U.S.C. §6318, Title I - Parental Involvement

## Sau 68 Title I/Family Compact

A strong partnership between home and school must be part of our educational commitment to our students. To that end the Lincoln-Woodstock Cooperative School District will:

### Title I:

- provide high quality curriculum and instruction in an environment that enables children to meet the State's student achievement standards
- communicate with parents on an on-going basis to insure that parents and teachers are working together
- communicate regularly with parents regarding their child's progress
- respond to parent communications
- offer parents the opportunity to participate in the development of their child's learning goals

### Parents:

- Parents/guardians will send their child to school ready to learn and on time every day
- Parents/guardians of elementary-aged children will read with their children nightly
- Parents/Guardians of Title I students will monitor their children to assure that homework is completed
- Parents/Guardians of Title I children will communicate on a regular basis with teachers
- Parents will inform the school of any issues that might affect their child's learning
- Parents/Guardians of Title I students will encourage their children to be lifelong learners and support them along the way

### Student Policies List

(Located in the Policy Handbook in the SAU and on the school website at:

[www.lin-wood.org](http://www.lin-wood.org))

### INDEX J: STUDENTS

**Section J** contains policies on students - admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

- JBAA Sexual Harassment & Sexual Violence (also GBAA)
- JBAA-R Sexual Harassment Report Form
- JBAA-R2 Anti-Harassment Policy for Elementary Students
- JBAAB-R Anti-Harassment Report Form
- JBAB Harassment
- JCA Change of Assignment Policy
- JEA Compulsory Attendance Age
- JEB Entrance Age Requirements
- JEB-R Kindergarten Health Information
- JEC Manifest Educational Hardship
- JECAA Admission of Post-Secondary Students



# Handbook

JECBB	Nonresident Employee Partial Tuition Waiver
JECBC	Students Requesting Placement at PRHS
JF	Enrollment Policy
JFAA	Admission of Resident Students
JFAB	Admission of Non-Resident Students (and Tuition)
JFABB	Foreign Exchange Students
JFABBA	Exchange Program
JFABD	Admission of Children & Youth in Transition
JFG	Interviews, Interrogations & Searches of Students ( <i>also KNAJ</i> )
JG	Assignment of Students to Classes and Grade Level
JGA	Code of Conduct for School-Sponsored Trips
JGB-R	Procedures for School-Sponsored Trips
JGC	Non-School Sponsored Trips
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JGD-R	Student Suspension
JGE-R	Student Expulsion (Dismissal)
JH	Student Absenteeism and Truancy
JHB	Truancy
JHBB	Attendance Monitoring/Accounting
JHC	Student Release Precautions
JHCA	Released Time for Students (College Visitation)
JHCA-F	Released Time Parent Request Form
JI	Student Rights and Responsibilities
JIA	Student Due Process Rights
JIB	Student Involvement in Decision-Making
JIBA	Student Government
JIC	Student Conduct
JICA-R	Student Dress
JICBB	Harassment/Bullying
JICC	Student Conduct on School Buses ( <i>also EEA, EEAEC</i> )
JICD	Student Conduct, Discipline & Due Process
JICD-R	Memorandum of Understanding
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JICI	Dangerous Weapons on School Property
JICI-R	Admin. Procedure to Accompany Policy JICI
JICJ	Grade 6-12 Responsible Use Agreement For Personal Electronic Devices
JICJ-R	Grade 6-12 Responsible Use Agreement For Personal Electronic Devices
JICK	Pupil Safety and Violence Prevention Policy
JICK-R1	Bullying Report Form
JICL	School District Internet Access for Students
JICL-R1	School Dist. Internet Access/Acceptable Internet Use
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JIH	Student Search
JJE K-12	Student Fund-Raising Policy
JJE-R	Senior Class Trip
JJF	Student Activities Fund Management
JJIC	Student Eligibility
JKA	Corporal Punishment
JKAA	Policy on Use of Child Restraint
JKAA-R1	Producers on Use of Child Restraint
JKAA-R2	Physical Restraint Incident Report
JKB	Detention of Students



## Handbook

JLA	Student Insurance Programs
JLC	Student Health Services
JLCA	Student Physical Examinations
JLCB	Immunization of Students
JLCB-R	Certificate of Religious Exemption
JLCC	Communicable Diseases
JLCCA	HIV/AIDS Policy (also GBGAA, IHAMC)
JLCD	Administering Medicines to Students
JLCD-R	Procedure – Administering Medicines to Students
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JLCE-R	Student Information/Medical Release Form
JLCF	Student Wellness Policy
JLCF-R	Student Wellness Procedure
JLCG	Exclusion of Students From School for Illness
JLDBA	Behavior Management and Intervention
JLF	Reporting Child Abuse
JLI	Joint Management
JLIA	Supervision of Students
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JRA	Student Records and Access
JRB	Confidential Student Information
EF-R	Meal Charging and Payment

### **Notification of Management Plan Availability**

To: Parents, Teachers, Employees, and other personnel or their guardians

From: Mark Pribbernow, Principal  
Lincoln-Woodstock Cooperative School District  
72 Linwood Drive  
Lincoln NH 03251603-745-2214 ext. 200

40 CFR Part 763 93(g)(4) Asbestos Containing Materials in Schools: Final Rule and Notice (AHERAL) requires that written notice be given that the following schools have management plans for the safe control and maintenance of asbestos containing materials found or assumed to be in their buildings. These management plans are accessible and available to the public at the administrative office of the facility listed below.

Lin-Wood Public School, 72 Linwood Drive, Lincoln, NH 03251 (603) 745-2214

## Junior Class Lunch Release

Juniors who are at least 16 years of age may enjoy a “Junior Class Lunch Release.” The guidelines are:

Student must be 16 or older before lunch release is granted.

Signed copy of release must be turned into the main office.

We will be allowing out of school release only during the lunch period.

**Students will not be able to take release during advisory.** All juniors who meet the necessary criteria will be eligible for release after interims are issued.

Students who do not meet the academic criteria when report cards are issued may regain their release eligibility at the interim. All other extra-curricular eligibility standards will be followed.

1. Release is allowed during the lunch period.
2. Parental permission is required.
3. You must have an 85 or above in all classes.
4. An acceptable tardy/absentee/and behavior record is required.
5. If a student is tardy to school he/she will lose the junior lunch release for the day.
6. Each student must sign in and out rather than asking someone to do it for them.
7. The privilege may be removed when tardiness, absenteeism, behavior problem, failure to sign in or out, or grade declines occur. Mismanagement will result in removal of this privilege for one week. Further mismanagement will result in larger periods of removal as determined by the administrator.
8. A student on release must be out of the building for the release time unless granted administrative approval to do otherwise.

**Principal**

**Date**

**Parent/Guardian Signature**

**Date**

**Student Signature**

**Date**

## Handbook

### Senior Class Lunch and Period Release

Seniors who are at least 16 years of age may enjoy a "Senior Release." The guidelines are:

Student must be 16 or older before lunch and/or period release is granted.

Signed copy of release must be turned into the main office.

#### **Students will not be able to take release during advisory.**

We will be allowing senior release during lunch periods and/or other periods of a students' day that are not required to meet graduation credit requirements. Students are urged to take a full load of courses during their senior year as this level of rigor helps students prepare for careers and college. Students who were on release during the fourth quarter as juniors will be eligible immediately after filling out the necessary paper work with Mrs. Vance. All seniors who meet the necessary criteria will be eligible for release after interims are issued.

Students who do not meet the academic criteria when report cards are issued may regain their release eligibility at the interim. All other extra-curricular eligibility standards will be followed.

1. Release is allowed during the designated periods.
2. Parental permission is required.
3. You must have an 85 or above in all classes.
4. An acceptable tardy/absentee/and behavior record is required.
5. If a student is tardy to school he/she will lose the junior lunch release for the day.
6. Each student must sign in and out rather than asking someone to do it for them.
7. The privilege may be removed when tardiness, absenteeism, behavior problem, failure to sign in or out, or grade declines occur. Mismanagement will result in removal of this privilege for one week. Further mismanagement will result in larger periods of removal as determined by the administrator.
8. A student on release must be out of the building for the release time unless granted administrative approval to do otherwise.

#### **Parent Initial Each Period That Applies**

1:	2:	3:	4:	5:	L:	6:	7:
----	----	----	----	----	----	----	----

**Principal**

**Date**

**Parent/Guardian Signature**

**Date**

**Student Signature**

**Date**

## K-5 Elementary Supplement



### Welcome to Lin-Wood Elementary School!

Lin-Wood Elementary is an inclusive group of learners. As a faculty we follow the Responsive Classroom principles and practices:

*"The Responsive Classroom approach to teaching is comprised of a set of well-designed practices intended to create a safe, joyful, and engaging classroom and school community. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs."*

-responsiveclassroom.org

### SCHOOL HOURS:

**The Morning:** The school day begins at 7:40 AM. Elementary students who do not ride the bus should arrive after 7:20 AM and they will remain outside, weather permitting, until the start of the school day.

**The Afternoon:** Elementary students begin the release process at 2:25 PM. Parents are welcome to wait outside of the front door of the building to collect their children at the close of the academic day. All students must leave school grounds upon dismissal, as adult supervision is not provided. Children are only allowed to return to school grounds after 3:00 PM. Students are not allowed to wait on the playground for parents/guardians who are meeting with teachers.

**\*Changes in schedule? Please send a note in the morning if there is to be a change in afternoon destination. PHONE CALLS ARE NOT LEGAL DOCUMENTATION.**

### MEALS:

**Breakfast:** Elementary students may eat breakfast at the café in the middle high school building before school (from 7:20-7:40) or participate in the Breakfast after the Bell program which delivers breakfast to children in their classrooms after morning recess as they prepare for the day. Many children prefer the option of recess with their classmates and are better able to enjoy breakfast without the pressure of hurrying up to get out to the playground!

## K-5 Elementary Supplement

**Lunch:** The elementary school children eat lunch daily and a hot lunch is provided as it fresh low-fat milk, both chocolate and regular.

*A link to all menus can be found on the school website:*

**[www.lin-wood.org](http://www.lin-wood.org)**

**Fresh Fruits and Vegetables:** Through a federal grant we are able to offer a variety of fresh fruit and vegetable snacks to the students two days a week. Generally these snacks are served on Tuesdays and Thursdays.

**Free or Reduced Meals:** A student may be eligible for free or reduced meals. The free and reduced meal forms are sent out with student letters in August or they can be picked up at the front office. Students should take advantage of this program if eligible. **You must fill one of these forms out every year** (no matter what the state letter gives you for directions) in order to be eligible. **Please mail them or deliver them yourself** to the attention of Ms. Doyle, Mr. Pribbernow or Mrs. Barnett. **Do not send them in with the children** as we usually do not receive them. **(Free & Reduced DO NOT GET FREE & REDUCED SNACK MILK.)**

Please fill out your name, grade and teacher's name on the envelope. Money for breakfast or lunch, lunch milk (juice) must be returned in the envelope. Payment is due on the first day of the school week. Pre-payments may be made at anytime.

### **RECESS:**

In addition to a diverse and rigorous physical education program, students at Lin-Wood are actively engaged in outdoor recess twice daily- weather permitting. The little lumberjacks are expected to play outside as long as it is not actively raining, there is no thunder and/or lightening, and the temperature is above ten degrees (this includes the wind-chill factor).

Here at Lin-Wood we use the Playworks Program and their Six Simple Principles of Play:

1. Every kid has the opportunity to play every day, from the classroom to the playground, and in the neighborhood.
2. Kids get to choose to play and get to choose games that make them happy.
3. Kids have the right tools to resolve playground conflicts on their own.
4. Adults play alongside kids, modeling and supporting a culture of trust, positivity, and inclusion.
5. Play is not treated as a reward to be revoked.
6. Everyone is welcome to join the game, because playing together is a great way to build community.

**[www.playworks.org](http://www.playworks.org)**

## K-5 Elementary Supplement

### General Playground Rules

1. Watch out for and think of others.
2. Walk on the mulch; run on the grass.
3. Play tag & all chase games only on the grass.
4. On the spider web:
  - Climb only on the red ropes & always hold on with both hands and feet.
  - The center rubber mat is for standing or sitting only.
  - The top black bar must not be above your belly button (grades 3-5) or above your neck (grades k-2).
5. Climb up the ladders and come down the slides feet first, on your bottom.
6. You may use any equipment that you can access by yourself (with no help from teachers or other students).
7. Climb only on the equipment, not on the fence.
8. Swing with your back to the fence, and be sure the swing stops before getting off.
9. Sit on the see-saws.
10. Keep your hands to yourselves at all times.



### HOMEWORK

Homework is a constructive tool in the teaching/learning process. When properly utilized, it has the potential to enhance student achievement, promote positive attitudes towards learning, develop effective study habits and skills, and foster individual responsibility and creativity. The primary purpose of homework varies by grade level (elementary, middle, and high school) as do the associated procedures for its assignment and grading. Students, parents, teachers and administrators all have responsibilities when it comes to the effective use of homework as an educational tool.

## K-5 Elementary Supplement

### SCHOOL WIDE EXPECTATIONS – CONDUCT:

#### Conduct Code

This school is a community for learning, and only behavior that allows for the flourishing of the community will be accepted. We ask that our pupils practice our four school-wide expectations – **Be Prepared, Be Respectful, Be Responsible, and Be Safe**. Activities that endanger others or that detract from the learning process will not be tolerated.

#### Conduct Code – Classroom Disruption to Learning

The primary goal of the Lincoln-Woodstock School District is the education of the community's students. Therefore, any disruption to the educational environment which distracts students from learning or teachers from instructing cannot be tolerated. In order to assure the best possible learning environment, students who cause disruptions to the classroom environment will be dealt with using the process as outlined below:

#### Elementary School:

1st Step - Teacher will meet briefly with student to inform them of the specific behavior which caused the disruption of the class and will ask for the student's cooperation in making the classroom focused on teaching and learning.

2nd Step - Teacher will hold student after class and have a more detailed discussion with the student as to why they are disrupting the class and specific detailed directions about the expected classroom behavior. Teacher will contact parents (documented telephone call) to ask for their assistance in helping their student understand the importance of not disrupting class.

3rd Step - Teacher will inform student that they have reached the Third Step of the Classroom Conduct Code and that their behavior is unacceptable and that they will be contacting their parents. The teacher will schedule a parent conference with the parent(s) and a copy of the Classroom Conduct Log will be sent home (or provided at conference). Parents will be specifically informed of the Classroom Conduct Expectations and the possible outcomes of further classroom disruptions.

Please refer to the School Wide Expectations- Conduct section of the general handbook for more specific information.

#### GENERAL REMINDERS:

##### Change of Address or Phone Number

Students and parents/guardians are reminded that they should notify the **Main Office in the Middle/High School Building** of any changes in mailing address, resident address, phone numbers, emergency contact people, name changes, etc. as soon as they occur. This way we can get updated in our computer system.

##### Lost and Found

Elementary Lost and Found is located in the main front hallway, near the

## K-5 Elementary Supplement

multi-purpose room. Lost and Found will be disposed of at the end of each marking term. For items misplaced at the Middle/High School building - Lost and Found is in the Middle/High School multi-purpose room. (Please refer to Middle/High School Lost and Found for more information.)

### **Parent Volunteers**

We welcome volunteers in our school! From extra eyes on the playground and lunch helpers to classroom readers and clerical help! If anyone is interested, please stop by the SAU office and fill out all necessary paperwork.

### **Report Cards**

Report cards are distributed to all students in grades K-5 at the end of every quarter (refer to Calendar).

Report cards for students in grades K-5 are competency based and linked to state standards. Parents and guardians should bear in mind that learning is a progression and many skills and concepts are introduced and reinforced throughout the child's academic career. Competency assessment scores at the close of a term are just a snapshot of a learning progression. It is always encouraged to meet with your child's teacher to discuss any questions or concerns regarding your child's progress.

### **Toys**

For safety purposes Elementary students will not be allowed to use or ride skateboards, roller blades, roller skates, scooters, pogo sticks and the like on school property. They should not bring them to school.

Students are encouraged to leave toys, games, dolls, stuffed animals, etc. at home. Students need permission from teacher to bring items from home to school on special occasions.

### **Winter Activities Program**

The Lin-Wood Winter Activities Program has been developed to provide winter outdoor activities for all students Kindergarten through 5th grade. Residents of Lincoln and Woodstock are fortunate to live in an area that provides many natural outdoor activities. It is the belief of the school that the opportunity be provided through the curriculum for students to take advantage of these many activities. Students will then become aware of what activities are available to them; students will be provided the best instruction to aid them in developing these skills and students will be encouraged to use their leisure time developing these skills.

Activities are held on Friday afternoons during the months of January and February. Since this program is a part of the curriculum, participation is mandatory for students in grades K-5.

Students have the opportunity for participation in one activity each winter.

Alpine skiing, skating and snowboarding are held at Loon Mountain.

Professional ski instruction is provided at a cost per lesson to be determined later. Rental equipment is available at a cost. Skating rentals are made



## K-5 Elementary Supplement

available to students from donations and Loon Mountain. There is no cost for skating or rental skates. Outdoor activities are held on the school grounds and there is no cost for the student to participate. The campus activities generally include sledding, snowshoeing and general snow play.

### **Request for a Specific Teacher**

Request for a specific teacher will be taken into consideration but there is no promise that your child will get that teacher. It works best if you do not name a teacher but write a letter describing your child. We consider the needs of all students, including their personalities and learning styles, as we create balanced classrooms that promote an optimal learning environment. If you feel that we need additional information that would be helpful for your child's learning next year please feel free to discuss this with your child's teacher. If you have not done this, it can be submitted in writing to the Assistant Principal **before May 1st**.

### **Anti Harassment Policy for Elementary School Students**

*All children have a right to learn and play in a school that is free from harassment.*

#### **At The Lincoln-Woodstock Cooperative School District We Believe That:**

- We should respect ourselves and the rights of others.
- We all have a right to feel safe and to be treated with respect.
- We must learn, practice and understand the procedures for reporting harassment.
- All children have a right to learn and play in a school that is free from harassment.

#### **Harassment is Wrong**

Harassment is when someone such as a student, adult, or group of people, repeatedly do things or say things that make you feel:

- Afraid
- Upset
- Angry
- Unsafe
- Embarrassed
- Uncomfortable

Harassment is:

- Not wanted
- Not asked for
- Not welcomed

Harassment includes words or conduct involving:

- **Gender** (boy or girl)

## K-5 Elementary Supplement

- **Race** (White-American, Asian, African-American, for example)
- **Religion** (such as Protestant, Catholic, Jewish for example)
- The **color** of your skin (black, for example)
- What **country** you or your family come from (Ireland, France, or Nigeria, for example) and whether you speak English at home
- A **disability** or handicap (if you have an illness or condition that makes it hard to walk or participate in certain activities, or if it is hard to think and talk like other students, for example)
- **Age** (whether you are 6 or 9 years old, for example)

Some kinds of harassment are:

- Teasing and name calling
- Dirty jokes or talk
- Rude signs
- Offensive pictures, drawings or language
- Offensive writing, notes or messages
- Inappropriate touching, particularly of private body parts
- Putting people down because of their gender, family background, religion, or disability.

### **A Happy School is Harassment Free**

You can be kind and thoughtful and respect others by:

- Greeting people with a smile
- Saying nice things to others
- Including people in games and activities
- Being aware of how your behavior affects others
- Changing your behavior when it is upsetting someone

Getting to know people and making them feel welcome

### **If you are being harassed:**

#### **7. TALK TO THE PERSON WHO IS HARASSING YOU:**

- Stand up for yourself.
- Take a friend with you if that makes you feel more comfortable.
- Tell the person you don't like whatever it is he/she is doing and that you want it to stop.
- Tell the person he/she is breaking the school rules.

#### **8. TALK TO ADULTS:**

- Go to any teacher and tell him/her what is happening.
- Go to the Principal or Guidance Counselor.
- Go to a parent or other adult for help in talking to the school.

## K-5 Elementary Supplement

- Tell everything about what happened.
- Remember that a school rule is being broken.
- Understand that the Principal or Guidance Counselor will decide what action to take.
- Know that there are people outside of the school that can help you.

### Harassment is Serious

At this school the staff will:

- Listen when you tell.
- Let you know that telling is a sensible thing to do.
- Work out the best way to handle the situation.
- Keep the matter as quiet as possible.
- Protect you from anyone that bothers or threatens you for talking about it.
- Punish people who do or say things that are wrong.

### Then what happens?

- The Principal or Guidance Counselor will talk or meet with you to find out what happened.
- He or she may talk to whoever else is involved, including the person who is bothering you.
- He or she will write a report.
- After that, the person who broke school rules may be punished or the school will do something else to make you feel more comfortable at school.
- They will try to do this all within 10 days, but it could take longer.

The Superintendent is someone to talk to, if you/your parent/your guardian are not satisfied with the outcome. Also you/your parent/your guardian could contact:

Office of Civil Rights, Boston Office  
U.S. Department of Education  
J.W. McCormack Post Office and Courthouse, Rm. 701  
Boston, MA 02109-4557  
(617) 223-9662  
TDD: (617) 223-9695

Reference: JBAAB-R, Anti-Harassment Report Form

## Notes

The School Planner Company



August

Monday 5th

...REMEMBER

DUE

WEEK

Tuesday 6th

...REMEMBER

DUE

Wednesday 7th

...REMEMBER

DUE

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The mind is everything. What you think, you become.  
The Buddha



## Subject and homework details

Thursday 8th

...REMEMBER

DUE

✓

Friday 9th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

August

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1

August

Monday 12th

...REMEMBER

DUE

WEEK

Tuesday 13th

...REMEMBER

DUE

Wednesday 14th

...REMEMBER

DUE

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I haven't failed. I've just found 10,000 ways that won't work.  
Thomas Edison





## Subject and homework details

Thursday 15th

...REMEMBER

DUE



Friday 16th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

August

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8

September

August

Monday 19th

...REMEMBER

DUE

WEEK

Tuesday 20th

...REMEMBER

DUE

Wednesday 21st

...REMEMBER

DUE

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No problem can withstand the assault of sustained thinking.  
Voltaire

## Subject and homework details

Thursday 22nd

...REMEMBER

DUE

✓

Friday 23rd

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

August

September

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

August

Monday 26th

...REMEMBER

DUE

WEEK

Tuesday 27th

...REMEMBER

DUE

Wednesday 28th

...REMEMBER

DUE

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It is never too late to be what you might have been.  
George Eliot

## Subject and homework details

Thursday 29th

...REMEMBER

DUE

✓

Friday 30th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

August

September

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

September

Monday 2nd

...REMEMBER

DUE

WEEK

1010

Tuesday 3rd

...REMEMBER

DUE

Wednesday 4th

...REMEMBER

DUE

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The expert at anything was once a beginner.  
Helen Hayes

**Subject and homework details**

Thursday 5th

...REMEMBER

DUE



Friday 6th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

September

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29



September

Monday 9th

...REMEMBER

DUE

WEEK

1010

Tuesday 10th

...REMEMBER

DUE

Wednesday 11th

...REMEMBER

DUE

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If plan A didn't work, the alphabet has 25 more letters.  
Unknown



## Subject and homework details

Thursday 12th

...REMEMBER

DUE



Friday 13th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

September

October

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6

September

Monday 16th

...REMEMBER

DUE

WEEK

1010

Tuesday 17th

...REMEMBER

DUE

Wednesday 18th

...REMEMBER

DUE

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We must believe that we are gifted for something, and that this thing, at whatever cost, must be attained.  
Marie Curie

## Subject and homework details

Thursday 19th

...REMEMBER

DUE

✓

Friday 20th

...REMEMBER

DUE

✓

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and is not editable*

Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

September

October

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13

September

Monday 23rd

...REMEMBER

DUE

WEEK  
1010

Tuesday 24th

...REMEMBER

DUE

Wednesday 25th

...REMEMBER

DUE

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We know what we are, but know not what we be.  
William Shakespeare

## Subject and homework details

Thursday 26th

...REMEMBER

DUE



Friday 27th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

September

October

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

September

Monday 30th

...REMEMBER

DUE

WEEK

1010

Tuesday 1st

...REMEMBER

DUE

Wednesday 2nd

...REMEMBER

DUE

*This pre-printed section  
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Care about what other people think, and you will always be their  
prisoner.  
Lao Tzu

**Subject and homework details**

Thursday 3rd

...REMEMBER

DUE



Friday 4th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

October

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

October

Monday 7th

...REMEMBER

DUE

✓

Tuesday 8th

...REMEMBER

DUE

✓

Wednesday 9th

...REMEMBER

DUE

✓

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The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.

Michelangelo



**Subject and homework details**

Thursday 10th

...REMEMBER

DUE



Friday 11th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

October

November

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3

October

Monday 14th

...REMEMBER

DUE

WEEK

1010

Tuesday 15th

...REMEMBER

DUE

Wednesday 16th

...REMEMBER

DUE

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You will never find time for anything. If you want time, you must make it.  
Charles Buxton

Subject and homework details

Thursday 17th

...REMEMBER

DUE

✓

Friday 18th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

October

November

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10

October

Monday 21st

...REMEMBER

DUE

✓

Tuesday 22nd

...REMEMBER

DUE

✓

Wednesday 23rd

...REMEMBER

DUE

✓

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Hardships often prepare ordinary people for an extraordinary destiny.  
C.S. Lewis

Subject and homework details

Thursday 24th

...REMEMBER

DUE



Friday 25th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

October

November

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

October

Monday 28th

...REMEMBER

DUE



Tuesday 29th

...REMEMBER

DUE



Wednesday 30th

...REMEMBER

DUE



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**Courage is being scared to death but saddling up anyway.**  
John Wayne

Subject and homework details

Thursday 31st

...REMEMBER

DUE

✓

Friday 1st

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

October

November

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

November

Monday 4th

...REMEMBER

DUE

WEEK

Tuesday 5th

...REMEMBER

DUE

Wednesday 6th

...REMEMBER

DUE

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Sometimes you don't realise the weight of something you've been  
carrying until you feel the weight of its release.  
Unknown



## Subject and homework details

Thursday 7th

...REMEMBER

DUE

✓

Friday 8th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

November

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1

Dec

November

Monday 11th

...REMEMBER

DUE

WEEK

Tuesday 12th

...REMEMBER

DUE

Wednesday 13th

...REMEMBER

DUE

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**Life isn't about finding yourself. Life is about creating yourself.**  
George Bernard Shaw

**Subject and homework details**

Thursday 14th

...REMEMBER

DUE

✓

Friday 15th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

November

December

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8

November

Monday 18th

...REMEMBER

DUE

WEEK

Tuesday 19th

...REMEMBER

DUE

Wednesday 20th

...REMEMBER

DUE

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**We are our choices.**  
Jean-Paul Sartre

**Subject and homework details**

Thursday 21st

...REMEMBER

DUE

✓

Friday 22nd

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

November

December

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

November

Monday 25th

...REMEMBER

DUE

WEEK

1010

Tuesday 26th

...REMEMBER

DUE

Wednesday 27th

...REMEMBER

DUE

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Failure is the key to success; each mistake teaches us something.  
Morihei Ueshiba

**Subject and homework details**

Thursday 28th

...REMEMBER

DUE

✓

Friday 29th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

November

December

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22



December

Monday 2nd

...REMEMBER

DUE

WEEK

1010

Tuesday 3rd

...REMEMBER

DUE

Wednesday 4th

...REMEMBER

DUE

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How wonderful it is that nobody need wait a single moment before  
starting to improve the world.

Anne Frank, The Diary of Anne Frank



## Subject and homework details

Thursday 5th

...REMEMBER

DUE



Friday 6th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

December

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

December

Monday 9th

...REMEMBER

DUE

WEEK

Tuesday 10th

...REMEMBER

DUE

Wednesday 11th

...REMEMBER

DUE

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I never dreamed about success. I worked for it.  
Estee Lauder

## Subject and homework details

Thursday 12th

...REMEMBER

DUE

✓

Friday 13th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

December

January

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5

December

Monday 16th

...REMEMBER

DUE

WEEK

1010

Tuesday 17th

...REMEMBER

DUE

Wednesday 18th

...REMEMBER

DUE

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Smart is something you become, not something you are.

Unknown

## Subject and homework details

Thursday 19th

...REMEMBER

DUE

✓

Friday 20th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

December

January

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12

December

Monday 23rd

...REMEMBER

DUE

WEEK

Tuesday 24th

...REMEMBER

DUE

Wednesday 25th

...REMEMBER

DUE

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All our dreams can come true – if we have the courage to pursue them.  
Walt Disney

## Subject and homework details

Thursday 26th

...REMEMBER

DUE

✓

Friday 27th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

December

January

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19



December

Monday 30th

...REMEMBER

DUE

WEEK

1010

Tuesday 31st

...REMEMBER

DUE

Wednesday 1st

...REMEMBER

DUE

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If you fell down yesterday, stand up today.  
H.G. Wells



## Subject and homework details

Thursday 2nd

...REMEMBER

DUE

✓

Friday 3rd

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

Dec January

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

January

Monday 6th

...REMEMBER

DUE

WEEK

Tuesday 7th

...REMEMBER

DUE

Wednesday 8th

...REMEMBER

DUE

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Be who you are and say what you feel, because those who mind don't  
matter and those who matter don't mind.

Dr. Seuss

Subject and homework details

Thursday 9th

...REMEMBER

DUE



Friday 10th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

January

Feb

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2

January

Monday 13th

...REMEMBER

DUE

WEEK

Tuesday 14th

...REMEMBER

DUE

Wednesday 15th

...REMEMBER

DUE

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If I have seen further than others, it is by standing upon the shoulders of  
giants.  
Isaac Newton

Subject and homework details

Thursday 16th

...REMEMBER

DUE



Friday 17th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

January

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2

February

January

Monday 20th

...REMEMBER

DUE

WEEK

Tuesday 21st

...REMEMBER

DUE

Wednesday 22nd

...REMEMBER

DUE

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Failure is success if we learn from it.  
Malcolm Forbes

Subject and homework details

Thursday 23rd

...REMEMBER

DUE



Friday 24th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

January

February

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



January

Monday 27th

...REMEMBER

DUE

WEEK

Tuesday 28th

...REMEMBER

DUE

Wednesday 29th

...REMEMBER

DUE

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Experience is the teacher of all things.  
Julius Caesar



## Subject and homework details

Thursday 30th

...REMEMBER

DUE

✓

Friday 31st

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

January

February

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

February

Monday 3rd

...REMEMBER

DUE

WEEK

Tuesday 4th

...REMEMBER

DUE

Wednesday 5th

...REMEMBER

DUE

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The world is full of magic things, patiently waiting for our senses to grow sharper.  
W.B. Yeats



## Subject and homework details

Thursday 6th

...REMEMBER

DUE



Friday 7th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

March

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1

April

February

Monday 10th

...REMEMBER

DUE

WEEK

Tuesday 11th

...REMEMBER

DUE

Wednesday 12th

...REMEMBER

DUE

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I never lose. Either I win, or I learn.  
Nelson Mandela

## Subject and homework details

Thursday 13th

...REMEMBER

DUE



Friday 14th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

February

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8

March

February

Monday 17th

...REMEMBER

DUE

WEEK

Tuesday 18th

...REMEMBER

DUE

Wednesday 19th

...REMEMBER

DUE

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Courage is resistance to fear, mastery of fear, not absence of fear.  
Mark Twain

## Subject and homework details

Thursday 20th

...REMEMBER

DUE

✓

Friday 21st

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

February

March

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
17	18	19	20	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15



February

Monday 24th

...REMEMBER

DUE

WEEK

Tuesday 25th

...REMEMBER

DUE

Wednesday 26th

...REMEMBER

DUE

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I attribute my success to this: I never gave or took any excuse.  
Florence Nightingale



## Subject and homework details

Thursday 27th

...REMEMBER

DUE



Friday 28th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

February

March

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
24	25	26	27	28	29	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

March

Monday 2nd

...REMEMBER

DUE

WEEK  
10101

Tuesday 3rd

...REMEMBER

DUE

Wednesday 4th

...REMEMBER

DUE

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Two roads diverged in a wood, and I – I took the one less travelled by,  
and that has made all the difference.  
Robert Frost, The Road Not Taken

**Subject and homework details**

Thursday 5th

...REMEMBER

DUE



Friday 6th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

March

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

March

Monday 9th

...REMEMBER

DUE

WEEK

1010

Tuesday 10th

...REMEMBER

DUE

Wednesday 11th

...REMEMBER

DUE

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Paths are made by walking.  
Franz Kafka

**Subject and homework details**

Thursday 12th

...REMEMBER

DUE



Friday 13th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

March

April

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5

March

Monday 16th

...REMEMBER

DUE



Tuesday 17th

...REMEMBER

DUE



Wednesday 18th

...REMEMBER

DUE



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Whether you think you can or think you can't, you're right.  
Henry Ford

## Subject and homework details

Thursday 19th

...REMEMBER

DUE

✓

Friday 20th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

March

April

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12

March

Monday 23rd

...REMEMBER

DUE

WEEK

1010

Tuesday 24th

...REMEMBER

DUE

Wednesday 25th

...REMEMBER

DUE

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From error to error, one discovers the entire truth.  
Sigmund Freud



Subject and homework details

Thursday 26th

...REMEMBER

DUE



Friday 27th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

March

April

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

March

Monday 30th

...REMEMBER

DUE



Tuesday 31st

...REMEMBER

DUE



Wednesday 1st

...REMEMBER

DUE



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**Creativity takes courage.**  
Henri Matisse

Subject and homework details

Thursday 2nd

...REMEMBER

DUE



Friday 3rd

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

Mar April

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

April

Monday 6th

...REMEMBER

DUE

WEEK  
10101

Tuesday 7th

...REMEMBER

DUE

Wednesday 8th

...REMEMBER

DUE

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You can't start the next chapter of your life if you keep re-reading the last one.  
Unknown

## Subject and homework details

Thursday 9th

...REMEMBER

DUE

✓

Friday 10th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

April

May

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3

April

Monday 13th

...REMEMBER

DUE

WEEK  
10101

Tuesday 14th

...REMEMBER

DUE

Wednesday 15th

...REMEMBER

DUE

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**Be yourself; everyone else is already taken.**  
Oscar Wilde

## Subject and homework details

Thursday 16th

...REMEMBER

DUE

✓

Friday 17th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

April

May

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10

April

Monday 20th

...REMEMBER

DUE



Tuesday 21st

...REMEMBER

DUE



Wednesday 22nd

...REMEMBER

DUE



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The person who says it cannot be done should not interrupt the person who is doing it.  
Unknown



Subject and homework details

Thursday 23rd

...REMEMBER

DUE



Friday 24th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

April

May

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

April

Monday 27th

...REMEMBER

DUE

WEEK  
10101

Tuesday 28th

...REMEMBER

DUE

Wednesday 29th

...REMEMBER

DUE

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Never let success get to your head. Never let failure get to your heart.  
Unknown

Subject and homework details

Thursday 30th

...REMEMBER

DUE

✓

Friday 1st

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

April

May

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

May

Monday 4th

...REMEMBER

DUE

WEEK

Tuesday 5th

...REMEMBER

DUE

Wednesday 6th

...REMEMBER

DUE

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**You have only failed if you have given up. Until then, it's called learning.**  
Unknown

## Subject and homework details

Thursday 7th

...REMEMBER

DUE



Friday 8th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

May

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

May

Monday 11th

...REMEMBER

DUE

WEEK

Tuesday 12th

...REMEMBER

DUE

Wednesday 13th

...REMEMBER

DUE

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A person who never made a mistake never tried anything new.  
Albert Einstein

**Subject and homework details**

Thursday 14th

...REMEMBER

DUE

✓

Friday 15th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

May

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7



May

Monday 18th

...REMEMBER

DUE

WEEK

1010

Tuesday 19th

...REMEMBER

DUE

Wednesday 20th

...REMEMBER

DUE

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The best time to plant a tree was 20 years ago. The second best time  
is now.  
Unknown



## Subject and homework details

Thursday 21st

...REMEMBER

DUE

✓

Friday 22nd

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

May

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14

May

Monday 25th

...REMEMBER

DUE

WEEK

1010

Tuesday 26th

...REMEMBER

DUE

Wednesday 27th

...REMEMBER

DUE

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Our lives begin to end the day we become silent about things that matter.  
Martin Luther King Jr.

**Subject and homework details**

Thursday 28th

...REMEMBER

DUE

✓

Friday 29th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

May

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

June

Monday 1st

...REMEMBER

DUE

WEEK

Tuesday 2nd

...REMEMBER

DUE

Wednesday 3rd

...REMEMBER

DUE

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Failure is unimportant. It takes courage to make a fool of yourself.  
Charlie Chaplin

## Subject and homework details

Thursday 4th

...REMEMBER

DUE

✓

Friday 5th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

June

Monday 8th

...REMEMBER

DUE

WEEK

1010

Tuesday 9th

...REMEMBER

DUE

Wednesday 10th

...REMEMBER

DUE

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The only thing that overcomes hard luck is hard work.  
Harry Golden

**Subject and homework details**

Thursday 11th

...REMEMBER

DUE



Friday 12th

...REMEMBER

DUE



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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5

July



June

Monday 15th

...REMEMBER

DUE

WEEK

1010

Tuesday 16th

...REMEMBER

DUE

Wednesday 17th

...REMEMBER

DUE

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**Dreams and dedication are a powerful combination.**  
William Longgood



## Subject and homework details

Thursday 18th

...REMEMBER

DUE

✓

Friday 19th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

June

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12

July

June

Monday 22nd

...REMEMBER

DUE

WEEK

1010

Tuesday 23rd

...REMEMBER

DUE

Wednesday 24th

...REMEMBER

DUE

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A journey of a thousand miles begins with a single step.  
Confucius

## Subject and homework details

Thursday 25th

...REMEMBER

DUE

✓

Friday 26th

...REMEMBER

DUE

✓

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Weekend

Miscellaneous

TEACHER'S SIGNATURE

PARENT'S SIGNATURE

June

July

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

# Calendar 2019 - 2020

AUGUST 2019						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2019						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2019						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2019						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2019						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH 2020						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2020						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2020						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		